

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- Parts Making

SECTOR:	LEATHER
SUB SECTOR:	Goods and Garments
OCCUPATION:	Parts Making (Assistance)
REFERENCE ID:	LSS/Q5502
ALIGNED TO:	NCO-2004/NIL

A Helper - Parts Making (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 operations has increased.

Brief Job Description: The primary responsibility of a Helper - Parts Making is to provide assistance to the goods and garments machine operators involved in material cutting, stitching, skiving, pasting 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.

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 able to learn and work with people.

Qualifications Pack Code	LSS/Q5502		
Job Role	Helper- Parts Making		
Credits(NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Sub-sector	Goods and Garments	Last reviewed on	31/03/15
Occupation	Parts Making (Assistance)	Next review date	31/03/17
NSQC clearance on	18/06/2015		

Job Role	Helper- Parts Making
Role Description	The primary responsibility of a Helper – Parts Making is to provide assistance to the goods and garments machine operators involved in material cutting, stitching, skiving, pasting 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.
NSQF level	2
Minimum Educational Qualifications*	Class V
Maximum Educational Qualifications*	N/A
Training (Suggested but not mandatory)	N/A
Minimum Job Entry Age	18 years
Experience	N/A
Applicable National Occupational Standards (NOS)	Compulsory <ol style="list-style-type: none"> LSS/N5503 Carry out supporting operations in making components of leather goods and garments LSS/N5504 Support to achieving product quality in parts making LSS/N8501 Maintain the work area, tools and machines LSS/N8601 Maintain health, safety and security at workplace LSS/N8701 Comply with industry, regulatory and organizational requirements Optional: N.A.
Performance Criteria	As described in the relevant OS units

Definition

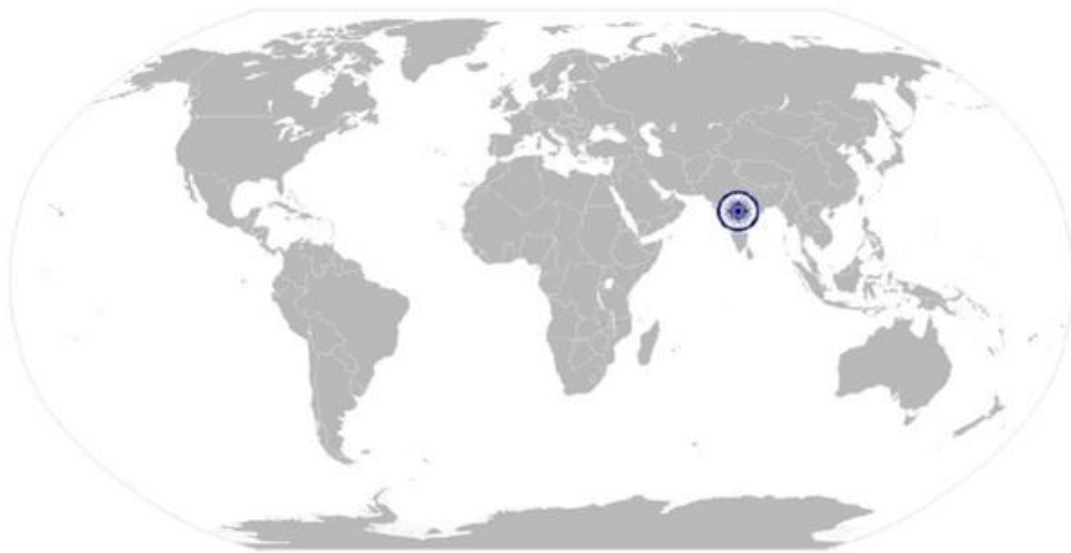
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further 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/N5503 Carry out supporting operations in making components of leather goods and garments

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out supporting operations within the leather goods and garments manufacturing processes.

National Occupational Standards

LSS/N5503 Carry out supporting operations in making components of leather goods and garments

National Occupational Standard

Unit Code	LSS/N5503
Unit Title (Task)	Carry out supporting operations in making components of leather goods and garments
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out supporting operations within the leather goods and garments manufacturing processes.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Carry out supporting operations within goods and garments • Assist in cutting operations • Carry out printing / stamping/embossing • Assist in skiving operations • Carry out edge colouring • Assist in pasting/folding operations • Carry out fusing/pressing operation • Attach buttons/buckles /decoration items • Assist in stitching operations
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Carry out supporting operations within goods and garments	<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 minimize 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>
Assist in Cutting Operations	<p>PC8. Number and keep track of cut components</p> <p>PC9. Check that the number of cut components is equal to that in the work ticket/job card.</p> <p>PC10. Inform the operator when the desired number of pieces required of the particular pattern is reached.</p> <p>PC11. Check and match the different pieces based on colour and texture to ensure adherence to quality norms</p> <p>PC12. Assist the cutter/ clicker performing the clicking operation</p> <p>PC13. Correctly sort and place work to assist the next stage of production and to minimize the risk of damage</p>
Carry out printing / stamping/ embossing	<p>PC14. Get the cut pieces from the cutting desk and choose the tools and materials required for the printing / stamping/ embossing process and</p> <p>PC15. Check that products conform to their specification</p> <p>PC16. Assemble products using hands/machines based on the process guidelines</p>

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	<p>PC17. Stamp/ emboss/ screen print the article number/brand logo/ other information using hands/machines, on the components as per specifications</p> <p>PC18. Sort and place work to assist the next stage of production and to minimize the risk of damage</p> <p>PC19. Minimize waste and dispose of all waste materials in the approved manner</p> <p>PC20. Store and dispose of waste materials from the process</p>
Assist in Skiving Operations	<p>PC21. Assist skiver in material movement</p> <p>PC22. Minimize waste and dispose of all waste materials in the approved manner</p> <p>PC23. Sort and place work to assist the next stage of production and to minimize the risk of damage</p> <p>PC24. Make machines safe and clean after use</p> <p>PC25. Safely store and dispose of waste materials</p>
Carry out edge colouring	<p>PC26. Check that products conform to the design specifications</p> <p>PC27. Bring components from the skiving desk/ cutting desk</p> <p>PC28. Apply colour on the edges of the components using a brush</p> <p>PC29. Produce products by hand that conform to specifications</p> <p>PC30. Minimize waste and dispose of all waste materials in the approved manner</p> <p>PC31. Sort and place work to assist the next stage of production and to minimize the risk of damage</p> <p>PC32. Safely store and dispose of waste materials</p>
Assist in Pasting/folding Operations	<p>PC33. Choose the tools and materials required for the pasting process and get the cut pieces from the skiving desk</p> <p>PC34. Check that products conform to their specification</p> <p>PC35. Assemble products using hands/machines based on the process guidelines</p> <p>PC36. Apply adhesive on the skived edges as per specifications</p> <p>PC37. Fold the skived edges of the component</p> <p>PC38. Sort and place work to assist the next stage of production and to minimize the risk of damage</p> <p>PC39. Minimize waste and dispose of all waste materials in the approved manner</p> <p>PC40. Store and dispose of waste materials from the process</p>
Carry out fusing/pressing operation	<p>PC41. Choose the tools and materials required for the fusing/pressing process and get the cut pieces from the skiving desk</p> <p>PC42. Check that products conform to their specification</p> <p>PC43. Assemble products using hands/machines based on the process guidelines</p> <p>PC44. Place the sugar coated waxy known as reinforcement behind the leather pieces</p> <p>PC45. Attach the reimbursement on the leather component using heat, either by hand iron (in case of garments) or a machine</p>

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	<p>PC46. In case of machine, set the time, temperature and pressure of the machine according to the leather type.</p> <p>PC47. Sort and place work to assist the next stage of production and to minimize the risk of damage</p> <p>PC48. Minimize waste and dispose of all waste materials in the approved manner</p> <p>PC49. Store and dispose waste materials from the process</p>
Attach buttons/ buckles / decoration items	<p>PC50. Attach buttons / buckles/ decoration items on the goods/ garments</p> <p>PC51. Sort and place work to assist the next stage of production and to minimize the risk of damage</p>
Assist in Stitching Operations	<p>PC52. Assist the stitching operator in getting the materials and cut pieces from respective process owners</p> <p>PC53. Checks the shades of the different cut pieces to adhere to quality norms</p> <p>PC54. Trim any excess thread or materials based on the design requirements using appropriate tools and without any damage</p> <p>PC55. Hammer the stitched area to flatten the surface based on the design requirements using appropriate tools and without any damage</p> <p>PC56. Sort and place work to assist the next stage of production and to minimize the risk of damage</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The organisation's procedures and guidelines related to goods/ garments manufacturing processes</p> <p>KA2. Common hazards in the work area and workplace procedures to deal with them</p> <p>KA3. Work areas assigned of the different processes</p> <p>KA4. Storage and assembly areas for different processes</p> <p>KA5. Method of handling machines</p> <p>KA6. Documentation related to the manufacturing processes and protocol for recording</p> <p>KA7. Location and process for storage and disposal of waste</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Details related to the processes and specifications available in the job card / work sheet</p> <p>KB2. Potential faults in the various processes and methods to avoid them</p> <p>KB3. Process for obtaining replacements for worn, faulty or defective tools</p> <p>KB4. The amount of adhesive to be used for various components</p> <p>KB5. The amount of paint to be used on various components</p> <p>KB6. Different characteristics of the various materials</p> <p>KB7. Equipment operating procedures for supporting cutting, skiving, stitching, pasting and folding operations</p> <p>KB8. Equipment operating procedures for carrying out printing, stamping, embossing, edge colouring, fusing, button attaching and basic decorative operations</p> <p>KB9. Styles/ design of the products currently being produced</p>

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	<p>KB10. Appearance of the final product</p> <p>KB11. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB12. The tools, equipment and settings are needed for the operation</p> <p>KB13. Manufacturers' instructions</p> <p>KB14. Identification of different components of leather goods or garments</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	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
	Reading Skills
	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.
	Oral Communication (Listening and Speaking Skills)
	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. Professional Skills	Decision Making
	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
	Plan and Organize
	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
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB6. Adhere to each of the process guidelines for making components
	SB7. Anticipate and provide assistance in making components as and when required
	Problem Solving
	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 making components
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:

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	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
	Critical Thinking
	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



National Occupational Standards

LSS/N5503 Carry out supporting operations in making components of leather goods and garments

NOS Version Control

NOS Code	LSS/N5503		
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	Parts Making (Assistance)	Next review date	18/06/2015

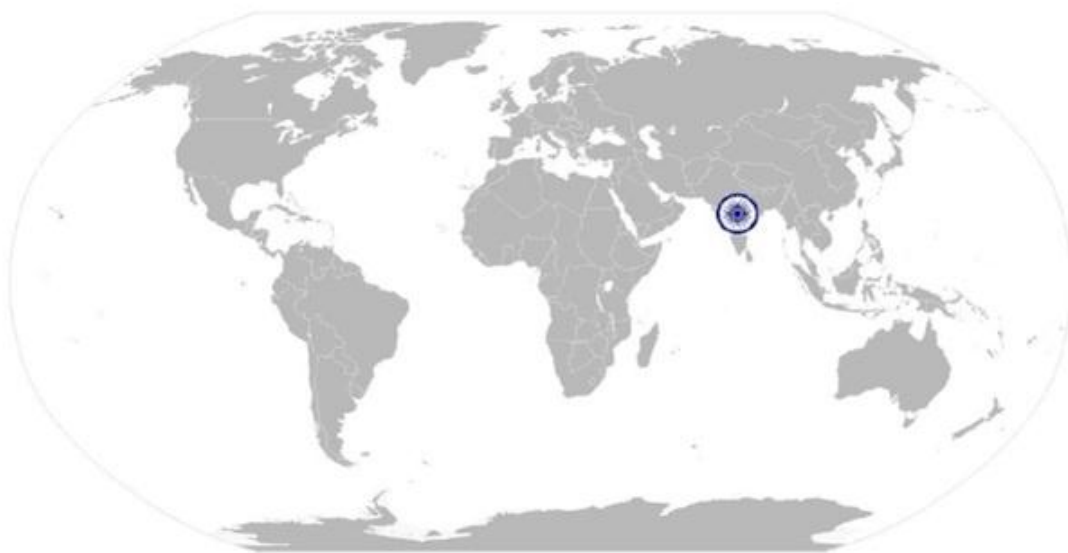
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LSS/N5504

Support to achieving product quality in parts making

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/N5504

Support to achieving product quality in parts making

Unit Code	LSS/N5504
Unit Title (Task)	Support to achieving product quality in parts making
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking various supporting activities.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Contribute to achieve product quality
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Contribute to achieve product quality	<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. Identify faults in cut/ stitched/ components</p> <p>PC5. Carry faulty components back to the respective operator for correction</p> <p>PC6. Ensure that there are no residues of adhesive /stray marks or similar defects on the outer surface of the component</p> <p>PC7. Ensure immediate movement of material from one place to another to increase productivity</p> <p>PC8. Maintain the required productivity and quality levels</p> <p>PC9. Carry out quality checks at agreed intervals and in the approved way</p> <p>PC10. Maintain the continuity of production with minimum interruptions and downtime</p> <p>PC11. Identify faults and irregularities in equipment and machinery and report to the operator</p> <p>PC12. Follow reporting procedures where the cause of faults cannot be identified</p> <p>PC13. Maintain records and documentation</p>
Knowledge and Understanding (K)	
A. Organizational Context (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 organisation's rules, codes and guidelines (including timekeeping)</p> <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>

LSS/N5504

Support to achieving product quality in parts making

	KA12. The importance of complying with written instructions KA13. Equipment operating procedures / manufacturer's instructions
B. Technical Knowledge	<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>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	<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>
	Reading Skills
	<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>
	Oral Communication (Listening and Speaking Skills)
	<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. Professional Skills	Decision Making
	<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>
	Plan and Organize
	<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>
	Customer Centricity

LSS/N5504

Support to achieving product quality in parts making

	The user/ individual on the job needs to know and understand how to: SB6. Adhere to each of the process guidelines for making components SB7. Anticipate and provide assistance in making components as and when required
	Problem Solving
	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 making components
	Analytical Thinking
	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
	Critical Thinking
	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



LSS/N5504

Support to achieving product quality in parts making

NOS Version Control

NOS Code	LSS/N5504		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
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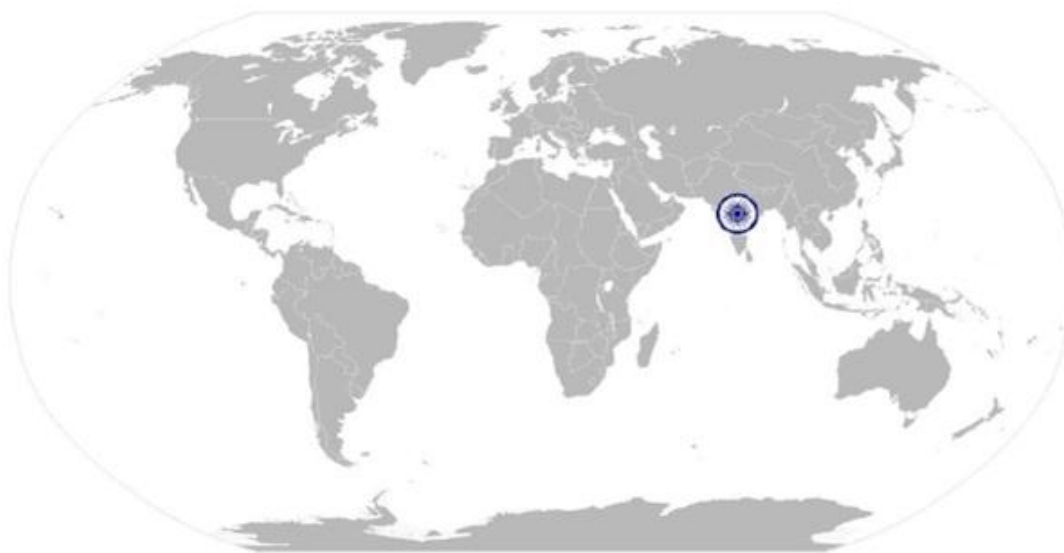
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LSS/N8501

Maintain the work area, tools and machines

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"> Maintenance of the work area, tools and machines
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Maintenance of work area, tools and machines	<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)	
A. Organizational Context (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> <p>KA6. The lines of communication, authority and reporting procedures</p>

LSS/N8501

Maintain the work area, tools and machines

	<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. Technical Knowledge	<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>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	<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>
	Reading Skills
	<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>
	Oral Communication (Listening and Speaking Skills)
	<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> <p>SA6. Use correct technical term while interacting with supervisor</p>

LSS/N8501

Maintain the work area, tools and machines

B. Professional Skills	Decision Making
	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
	Plan and Organize
	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
	Customer Centricity
	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
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB9. Solve operational role related issues
	Analytical Thinking
	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.
	Critical Thinking
	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	Parts Making (Assistance)	Next review date	18/06/2015

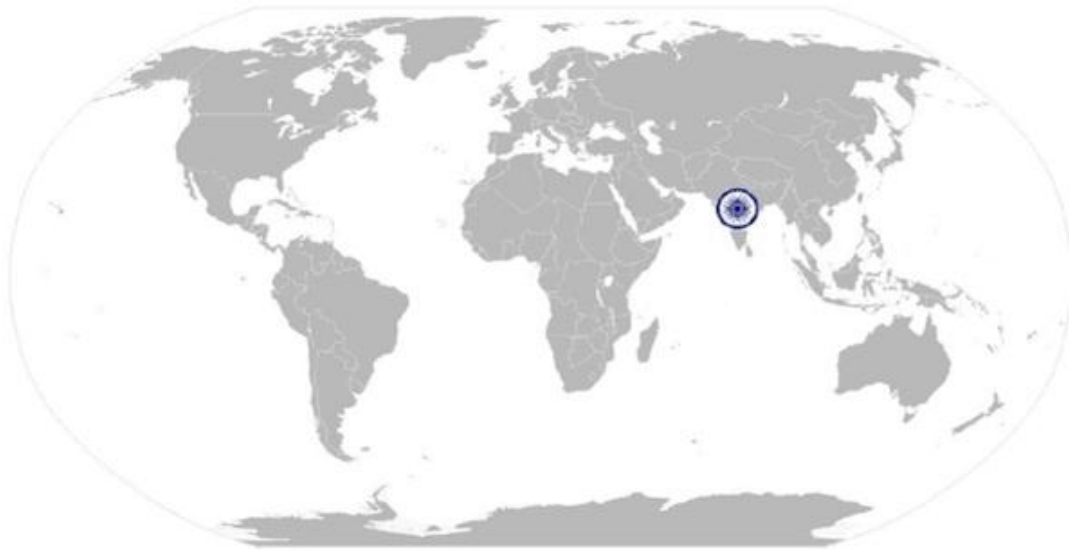
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LSS/N8601

Maintain health, safety and security at workplace

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"> Compliance with health, safety and security requirements at work
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Compliance with health, safety and security requirements at work	<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)	
A. Organizational Context (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. Technical Knowledge	<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>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Document and report any health and safety related incidents/ accidents
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
	SA2. Read and comprehend manuals of operations
B. Professional Skills	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
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	SA5. Give clear instructions to co-workers, subordinates and other personnel
	SA6. Use correct technical terms while interacting with supervisor
	Decision Making
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	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
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	SB3. Work with supervisors/ team mates to carry out work related tasks

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Maintain health, safety and security at workplace

	SB4. Plan work according to the required schedule
	SB5. Keep work area free from potential hazards
	Customer Centricity
	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
	Problem Solving
	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
	Analytical Thinking
	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
	Critical Thinking
	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



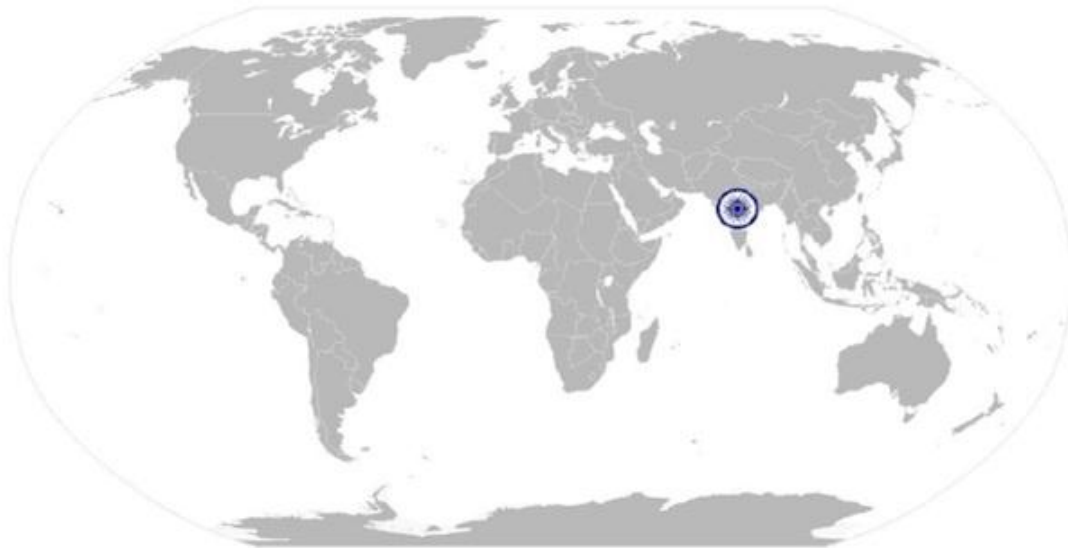
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Maintain health, safety and security at workplace

NOS Version Control

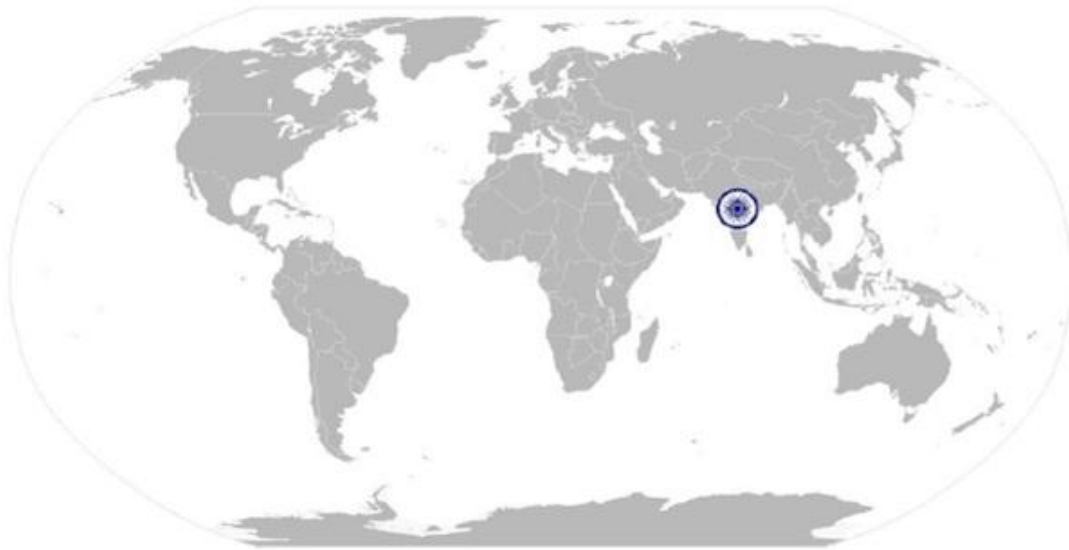
NOS Code	LSS/N8601		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Goods and Garments	Last reviewed on	31/03/15
Occupation	Parts Making (Assistance)	Next review date	18/06/2015

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LSS/N8701 Comply with industry, regulatory and organizational requirements

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

Unit Code	LSS/N8701
Unit Title (Task)	Comply with industry, regulatory and organizational requirements
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with industry, regulatory and organizational requirements at the workplace.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Compliance with industry, regulatory and organizational requirements
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Compliance with industry, regulatory and organizational requirements	<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>
Knowledge and Understanding (K)	
A. Organizational Context (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"> Legal, regulatory and ethical requirements Procedures to follow if someone does not meet the requirements <p>KA4. Customer specific requirements mandated as a part of the work process</p>
B. Technical Knowledge	<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>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
	SA2. Read and comprehend the organizational documents pertaining to rules and procedures
	SA3. Read and comprehend basic English to read and interpret indicators in

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
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA6. Positively influence the team members into following procedures
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions related to responsibilities
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB2. Plan and manage work routine based on company procedure
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB3. Ensure and follow organizational procedures and policies
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB4. Evaluate and seek and obtain clarification from the superiors
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB5. Apply balanced judgement to different situations
	Critical Thinking
	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
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Goods and Garments	Last reviewed on	31/03/15
Occupation	Parts Making (Assistance)	Next review date	18/06/2015

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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Helper - Parts Making(Leather Goods & Garments)

Qualification Pack Code LSS/Q5502

Sector Skill Council Leather

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on these criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

		Marks Allocation			
NOS	Performance CRITERIA	Total Mark	Out Of	Theory	Skills Practical
1. LSS/N5503 C Carry out supporting operations in making components of leather goods and garments	PC1. Check that the work area is free from hazards	100	2	0	2
	PC2. Follow the instructions on the work ticket/ job card		1	0	1
	PC3. Assist in carrying out foundation operations safely and at a rate which maintains work flow and meets production targets		1	0	1
	PC4. Report any damaged work to the responsible person		1	0	1
	PC5. Sort and place work to assist the next stage of production and minimize the risk of damage		6	5	1
	PC6. Leave work area safe and secure when work is complete		1	0	1
	PC7. Adhere to legal requirements and organizational procedures and guidelines while undertaking tasks		2	0	2

	PC8. Number and keep track of cut components		1	0	1
	PC9. Check that the number of cut components is equal to that in the work ticket/job card.		7	5	2
	PC10. Inform the operator when the desired number of pieces required of the particular pattern is reached.		1	0	1
	PC11. Check and match the different pieces based on colour and texture to ensure adherence to quality norms		2	0	2
	PC12. Assist the cutter/ clicker performing the clicking operation		2	0	2
	PC13. Correctly sort and place work to assist the next stage of production and to minimize the risk of dam		2	0	2
	PC14. Get the cut pieces from the cutting desk and choose the tools and materials required for the printing / stamping/ embossing process and		1	0	1
	PC15. Check that products conform to their specification		1	0	1
	PC16. Assemble products using hands/machines based on the process guidelines		1	0	1
	PC17. Stamp/ emboss/ screen print the article number/brand logo/ other information using hands/machines, on the components as per specifications		2	0	2
	PC18. Sort and place work to assist the next stage of production and to minimize the risk of damage		2	0	2
	PC19. Minimize waste and dispose of all waste materials in the approved manner		2	0	2
	PC20. Store and dispose of waste materials from the process		2	0	2
	PC21. Assist skiver in material movement		1	0	1
	PC22. Minimize waste and dispose of all waste materials in the approved manner		1	0	1
	PC23. Sort and place work to assist the next stage of production and to minimize the risk of damage		1	0	1
	PC24. Make machines safe and clean after use		1	0	1
	PC25. Safely store and dispose of waste materials		1	0	1

	PC26. Check that products conform to the design specifications		1	0	1
	PC27. Bring components from the skiving desk/ cutting desk		2	0	2
	PC28. Apply colour on the edges of the components using a brush		1	0	1
	PC29. Produce products by hand that conform to specifications		1	0	1
	PC30. Minimize waste and dispose of all waste materials in the approved manner		1	0	1
	PC31. Sort and place work to assist the next stage of production and to minimize the risk of damage		1	0	1
	PC32. Safely store and dispose of waste materials		1	0	1
	PC33. Choose the tools and materials required for the pasting process and get the cut pieces from the skiving desk		1	0	1
	PC34. Check that products conform to their specification		1		1
	PC35. Assemble products using hands/machines based on the process guidelines		1	0	1
	PC36. Apply adhesive on the skived edges as per specifications		2	0	2
	PC37. Fold the skived edges of the component		1	0	1
	PC38. Sort and place work to assist the next stage of production and to minimize the risk of damage		7	5	2
	PC39. Minimize waste and dispose of all waste materials in the approved manner		1	0	1
	PC40. Store and dispose of waste materials from the process		1	0	1
	PC41. Choose the tools and materials required for the fusing/pressing process and get the cut pieces from the skiving desk		7	5	2
	PC42. Check that products conform to their specification		1	0	1
	PC43. Assemble products using hands/machines based on the process guidelines		1	0	1
	PC44. Place the sugar coated waxy known as reinforcement behind the leather pieces		1	0	1
	PC45. Attach the reimbursement on the leather component using heat, either by hand iron (in case of garments) or a machine		1	0	1

	PC46. In case of machine, set the time, temperature and pressure of the machine according to the leather type.		1	0	1
	PC47. Sort and place work to assist the next stage of production and to minimize the risk of damage		1	0	1
	PC48. Minimize waste and dispose of all waste materials in the approved manner		1	0	1
	PC49. Store and dispose waste materials from the process		1	0	1
	PC50. Attach buttons / buckles/ decoration items on the goods/ garments		6	5	1
	PC51. Sort and place work to assist the next stage of production and to minimize the risk of damage		1	0	1
	PC52. Assist the stitching operator in getting the materials and cut pieces from respective process owners		6	5	1
	PC53. Checks the shades of the different cut pieces to adhere to quality norms		1	0	1
	PC54. Trim any excess thread or materials based on the design requirements using appropriate tools and without any damage		1	0	1
	PC55. Hammer the stitched area to flatten the surface based on the design requirements using appropriate tools and without any damage		1	0	1
	PC56. Sort and place work to assist the next stage of production and to minimize the risk of damage		1	0	1
	Total		100	30	70
2. LSS/N5504 Support to achieving product quality in parts making	PC1. Set up and test equipment to meet quality standard		1	0	1
	PC2. Ensure materials and component parts meet specifications		1	0	1
	PC3. Ensure the quality of the product meets specification during production		11	10	1
	PC4. Identify faults in cut/ stitched/ components	50	1	0	1
	PC5. Carry faulty components back to the respective operator for correction		2	0	2
	PC6. Ensure that there are no residues of adhesive /stray marks or similar defects on the outer surface of the component		16	15	1
	PC7. Ensure immediate movement of material		2	0	2

	from one place to another to increase productivity				
	PC8. Maintain the required productivity and quality levels		1	0	1
	PC9. Carry out quality checks at agreed intervals and in the approved way		1	0	1
	PC10. Maintain the continuity of production with minimum interruptions and downtime		1	0	1
	PC11. Identify faults and irregularities in equipment and machinery and report to the operator		11	10	1
	PC12. Follow reporting procedures where the cause of faults cannot be identified		1	0	1
	PC13. Maintain records and documentation		1	0	1
	Total		50	35	15
3. LSS/N8501 Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly		2	0	2
	PC2. Use correct lifting and handling procedures		2	0	2
	PC3. Use materials to minimize waste		3	0	3
	PC4. Prepare and organize work		2	0	2
	PC5. Maintain a clean and hazard free working area		3	0	3
	PC6. Deal with work interruptions		2	0	2
	PC7. Move around the workplace with care		3	0	3
	PC8. Maintain tools and equipment		3	0	3
	PC9. Carry out running maintenance within agreed schedules		4	2	2
	PC10. Carry out maintenance and/or cleaning outside responsibility	50	2	1	1
	PC11. Report unsafe equipment and other dangerous occurrences		3	2	1
	PC12. Ensure that the correct machine guards are in place		1	0	1
	PC13. Work in a comfortable position with the correct posture		2	1	1
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		3	2	1
	PC15. Dispose of waste safely in the designated location		3	2	1
	PC16. Store cleaning equipment safely after use		2	1	1
	PC17. Complete and store accurate records and documentation		2	1	1

	PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working		2	1	1
	PC19. Give inputs and assist in completing documentation		1	0	1
	PC20. Report the need for maintenance and/or cleaning outside your area of responsibility		1	0	1
	PC21. Ensure safe and correct handling of materials, equipment and tools		2	1	1
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		2	1	1
	Total		50	15	35
4. LSS/N8601 Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace		1	0	1
	PC2. Use and maintain personal protective equipment as per protocol		1	0	1
	PC3. Carry out own activities in line with approved guidelines and procedures		0.5	0	0.5
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		1	0	1
	PC5. Follow environment management system related procedures		5.5	5	0.5
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		1	0	1
	PC7. Report any service malfunctions that cannot be rectified		1	0	1
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements	25	0.5	0	0.5
	PC9. Safely handle and move waste and debris		1	0	1
	PC10. Minimize health and safety risks to self and others due to own actions		0.5	0	0.5
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		0.5	0	0.5
	PC12. Monitor the workplace and work processes for potential risks and threats		1	0	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		1	0	1
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		0.5	0	0.5

	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		1	0	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		1	0	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		1	0	1
	PC18. Follow organization procedures for shutdown and evacuation when required		6	5	1
	Total		25	10	15
5. LSS/N8701 Comply with industry, regulatory and organizational requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	25	8	5	3
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		2	0	2
	PC3. Apply and follow these policies and procedures within the work practices		2	0	2
	PC4. Provide support to the supervisor and team members in enforcing these considerations		3	0	3
	PC5. Identify and report any possible deviation to these require		10	5	5
	Total		25	10	15