

## 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 - Drum Operator

**SECTOR:** LEATHER

**SUB SECTOR:** Finished Leather

**OCCUPATION:** Drum Operations

**REFERENCE ID:** LSS / QO301

**ALIGNED TO:** NCO-2004/8265.70

The Drum Operator is responsible for operations carried out in that part of the tannery known as the beam house or lime yard. The process carried out in drum operations are the same, but with changes of float and chemicals leading to the processing of different types of finished leather. It is a significant and critical job role in the manufacturing of finished leather.

**Brief Job Description:** A Drum Operator works at the tannery and processes hides by loading them into large rotating wooden drums adding the necessary floats and chemicals as per specifications, maintains the temperature in the drums and completes the required quality checks to ensure completion of processing. He/she is responsible for safe and efficient operations of the machine and related equipments.

**Personal Attributes:** The Drum Operator should take initiative in completing the targets set and display a quality orientation. He/she should be mentally and physically active and alert to monitor the various processes using the drums.

Qualifications Pack Code	LSS / Q0301		
Job Role	Drum Operator		
Credits(NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Drum Operations	Next review date	31/03/17
NSQC Clearance on	18/06/2015		

Job Role	Drum Operator
Role Description	A Drum Operator works at the tannery and processes hides by loading them into large rotating wooden drums adding the necessary floats and chemicals as per specifications, maintains the temperature in the drums and completes the required quality checks to ensure completion of processing. He/she is responsible for safe and efficient operations of the machine and related equipments.
NSQF level	4
Minimum Educational Qualifications*	Class V
Maximum Educational Qualifications*	N/A
Training (Suggested but not mandatory)	On the Job Training
Minimum Job Entry Age	18 years
Experience	Prior experience as helper in finished leather operations for a minimum of 2-3 years preferred
Applicable National Occupational Standards (NOS)	<p><b>Compulsory</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">LSS/N0301 Carry out soaking operation</a></li> <li>2. <a href="#">LSS/N0302 Carry out liming operation</a></li> <li>3. <a href="#">LSS/N0303 Carry out pickling operation</a></li> <li>4. <a href="#">LSS/N0304 Carry out tanning operation</a></li> <li>5. <a href="#">LSS/N0305 Contribute to achieving product quality in drum operations</a></li> <li>6. <a href="#">LSS/N8501 Maintain the work area, tools and machines</a></li> <li>7. <a href="#">LSS/N8601 Maintain health, safety and security at workplace</a></li> <li>8. <a href="#">LSS/N8701 Comply with industry, regulatory and organizational requirements</a></li> </ol> <p><b>Optional:</b> N.A.</p>
Performance Criteria	As described in the relevant OS units

### Definition

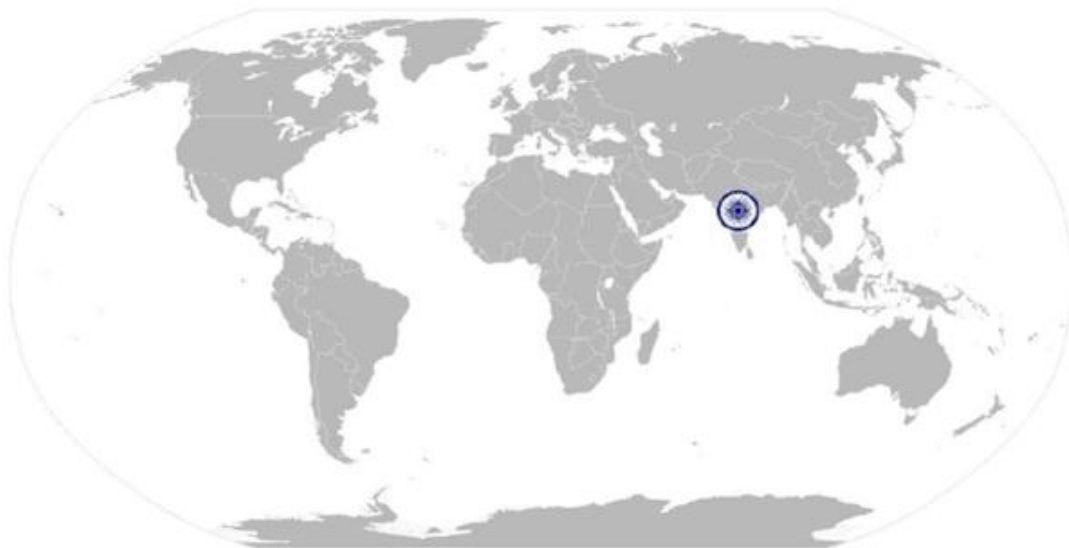
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further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

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out soaking operations in preparing finished leather.

## National Occupational Standards

**LSS/N0301**

## Carry out soaking operation

National Occupational Standard

<b>Unit Code</b>	<b>LSS/N0301</b>
<b>Unit Title (Task)</b>	<b>Carry out soaking operation</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out soaking operations in preparing finished leather.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Preparatory work</li> <li>• Soaking Operation</li> <li>• Reporting &amp; Documentation</li> <li>• Sorting &amp; Placing</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Preparatory work</b>	To be competent, the user/individual on the job must be able to: PC1. Make sure the work area is free from hazards PC2. Obtain, check and confirm the data on the work ticket or job card PC3. Determine loads and batches for soaking operations PC4. Position self to achieve operator comfort and to minimise fatigue PC5. Load drums with hides for soaking operations that have completed the pre-soaking process in the soaking pit PC6. Ensure the right addition of water and surfactants to help in the removal of salt, dirt, debris, blood and excess animal fats PC7. Ensure that the soaking process has restored moisture that has been lost PC8. Verify the salinity and temperature of solutions, using salinometer and thermometer PC9. Lubricate equipments and machine, if required, and help the mechanic to repair machines in case of breakdown PC10. Ask questions to obtain more information on tasks when the instructions are unclear PC11. Agree and review agreed upon work targets with the supervisor
<b>Soaking Operation</b>	PC12. Perform washing of drums in between processes PC13. Turn valves to admit water and steam to drum PC14. Turn valve to transfer solutions to drum during specified processing cycles. PC15. Move lever to activate drum to clean and wash hides. PC16. Replace solid door of drum with perforated door at specified intervals to filter waste from drum at completion of cycles
<b>Reporting &amp; Documentation</b>	PC17. Report appropriately about defective in equipment and machine PC18. which affect work PC19. Report any damaged work to the responsible person PC20. Comply with written instructions PC21. Provide inputs to complete forms, records and other documentation
<b>Sorting &amp; Placing</b>	PC22. Direct the helpers to pile the soaked hides and transfer to the next PC23. stage of production with minimum risk of damage PC24. Leave work area safe and secure when work is complete

National Occupational Standards

LSS/N0301

Carry out soaking operation

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. Job details, responsibilities and expected performance outcomes</p> <p>KA2. Standard operating procedures for machinery and equipments</p> <p>KA3. The organization's rules, guidelines and standards</p> <p>KA4. Adherence to quality standards</p> <p>KA5. Work target/ review mechanism with the supervisor for obtaining/</p> <p>KA6. giving feedback related to performance</p> <p>KA7. Contact person in case of queries on procedure or products</p> <p>KA8. Method to handle tools and equipment safely and the health and safety implications of not doing so</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Preparatory work prior to commencing operations</p> <p>KB2. The main types and characteristics of hides, skins or leather produced by the company</p> <p>KB3. Information on work specifications, standard operating procedures for drums, work instructions and other reference material</p> <p>KB4. Quality specifications for soaking operation</p> <p>KB5. Right method of loading into the drums, switching it on, temperature control, washing of drums and valve control</p> <p>KB6. Sequence of drum operations in the tannery</p> <p>KB7. Knowledge on surfactants for soaking</p> <p>KB8. Basic functions and inputs of the rotary drum such as drum speed, drum dimensions, salt concentration</p> <p>KB9. Common faults of hide</p> <p>KB10. Method to handle hides and materials and avoid making them unusable</p> <p>KB11. Methods of checking if output has met the required specification</p> <p>KB12. Minor machine maintenance in accordance with workplace procedures</p> <p>KB13. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB14. Procedure to correctly switch off the machine on completion of work and do the necessary cleaning and maintenance activities</p> <p>KB15. Inputs required to ensure records and other documentation can be completed where required</p> <p>KB16. Method of sharing domain related information with team members</p> <p>KB17. Manufacturers' instructions</p>
Skills (S)	
<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 appropriate technical forms, process charts, activity logs in the prescribed format of the company</p>
	<b>Reading Skills</b>



## National Occupational Standards

LSS/N0301

## Carry out soaking operation

	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, 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: SA5. Listen actively SA6. Communicate effectively with supervisors, managers, etc.
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to: SB1. Analyse the defects and the procedure for dealing with it SB2. Take appropriate actions in terms of any deviations from the process
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to: SB3. Plan work according to the required schedule and location SB4. Produce as per the specified productivity targets SB5. Organise the required materials sequentially
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to: SB6. Evaluate the soaking operation as per customer standards
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to: SB7. Review the defects and take appropriate actions
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB8. Evaluate and assess the pre finished leather for any modifications and corrections
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB9. Assess and control the quality standards of semi finished leather as per customer standards



## National Occupational Standards

**LSS/N0301**

**Carry out soaking operation**

### NOS Version Control

NOS Code	LSS/N0301		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Drum Operations	Next review date	18/06/2015

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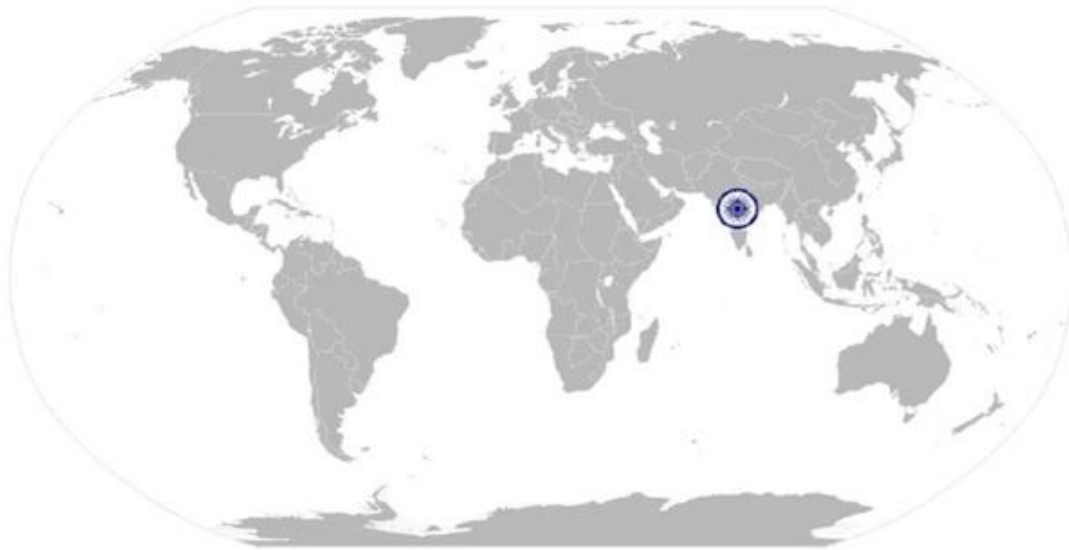


LSS/N0302

Carry out liming operation

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out liming operations in preparing finished leather.

## LSS/N0302

## Carry out liming operation

Unit Code	LSS/N0302
Unit Title (Task)	Carry out liming operation
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out liming operations in preparing finished leather.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Preparatory operations</li> <li>• Liming operation</li> <li>• Reporting &amp; documentation</li> <li>• Sorting &amp; placing</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Preparatory operations</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Obtain, check and confirm the data on the work ticket or job card</p> <p>PC3. Determine loads and batches for liming operations</p> <p>PC4. Position self to achieve operator comfort and to minimise fatigue</p> <p>PC5. Load drums with hides for liming operations that have completed the soaking process</p> <p>PC6. Ensure the right mix and quantity of addition of lime paint/lime liquor as per the specification</p> <p>PC7. Ensure that the liming process is completed as per specification where hides have to appear swollen with an increased thickness</p> <p>PC8. Verify salinity and temperature of solutions, using salinometer and thermometer</p> <p>PC9. Lubricate equipments and machine, if required, and help the mechanic to repair machines in case of breakdown</p> <p>PC10. Ask questions to obtain more information on tasks when the instructions are unclear</p> <p>PC11. Agree and review agreed upon work targets with the supervisor</p>
<b>Liming Operation</b>	<p>PC12. Perform washing of drums in between processes</p> <p>PC13. Turn valves to admit water and steam to drum</p> <p>PC14. Turn valve to transfer solutions to drum during specified processing cycles</p> <p>PC15. Replace solid door of drum with perforated door at specified intervals to filter waste from drum at completion of cycles</p>
<b>Reporting &amp; Documentation</b>	<p>PC16. Report appropriately about defects in equipment and machine which affect work</p> <p>PC17. Report any damaged work to the responsible person</p> <p>PC18. Comply with written instructions</p> <p>PC19. Provide inputs to complete forms, records and other documentation</p>
<b>Sorting &amp; Placing</b>	<p>PC20. Direct the assistant operator to pile the limed hides and transfer to the next stage of production with minimum risk of damage</p> <p>PC21. Leave work area safe and secure when work is complete</p>
Knowledge and Understanding (K)	

## LSS/N0302

## Carry out liming operation

<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. Job details, responsibilities and expected performance outcomes</p> <p>KA2. Standard operating procedures for machinery and equipments</p> <p>KA3. The organization's rules, guidelines and standards</p> <p>KA4. Adherence to quality standards</p> <p>KA5. The main types and characteristics of hides, skins or leather produced by the company</p> <p>KA6. Work target/ review mechanism with the supervisor for obtaining/ giving feedback related to performance</p> <p>KA7. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA8. Contact person in case of queries on procedure or products</p> <p>KA9. Method to handle tools and equipment safely and the health and safety implications of not doing so</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. To read, write and do basic calculations</p> <p>KB2. Preparatory work prior to commencing operations</p> <p>KB3. Information on work specifications, standard operating procedures for drums, work instructions and other reference material</p> <p>KB4. Quality specifications for liming operation</p> <p>KB5. Right method of loading into the drums, switching it on, temperature control, washing of drums and valve control</p> <p>KB6. Sequence of drum operations in the tannery</p> <p>KB7. Knowledge on surfactants for liming</p> <p>KB8. Basic functions and inputs of the drum such as drum speed, drum dimensions, salt concentration</p> <p>KB9. Identification of the common faults of hide</p> <p>KB10. Method to handle hides and materials and avoid making them unusable</p> <p>KB11. Methods of checking if output has met the required specification</p> <p>KB12. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB13. Procedure to correctly switch off the machine on completion of work and do the necessary cleaning and maintenance activities</p> <p>KB14. Inputs required to ensure records and other documentation can be completed where required</p> <p>KB15. Method of sharing domain related information with team members</p> <p>KB16. Manufacturers' instructions</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 appropriate technical forms, process charts, activity logs in the prescribed format of the company</p>
	<b>Reading Skills</b>
<p>The user/ individual on the job needs to know and understand how to:</p>	

## LSS/N0302

## Carry out liming operation

	SA3. Read English/ local language as applicable
	SA4. 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: SA5. Listen actively SA6. Communicate effectively with supervisors, managers, etc.
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to: SB1. Analyse the defects and the procedure for dealing with it SB2. Take appropriate actions in terms of any deviations from the process
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to: SB3. Plan work according to the required schedule and location SB4. Produce as per the specified productivity targets SB5. Organise the required materials sequentially
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to: SB6. Evaluate the liming operation is as per customer standards
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to: SB7. Review the defects and take appropriate actions
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB8. Evaluate and assess the pre finished leather for any modifications and corrections
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB9. Assess and control the quality standards of semi finished leather as per customer standards

LSS/N0302

Carry out liming operation

## NOS Version Control

NOS Code	LSS/N0302		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Drum Operations	Next review date	18/06/2015

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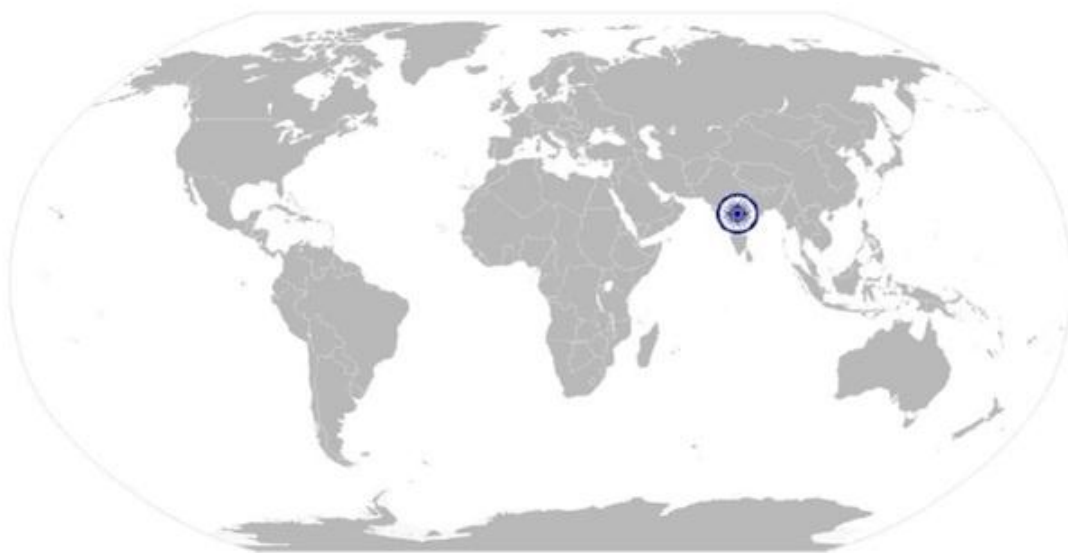


LSS/N0303

Carry out pickling operation

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out pickling operations in preparing finished leather.



## LSS/N0303

## Carry out pickling operation

Unit Code	LSS/N0303
Unit Title (Task)	Carry out pickling operation
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out pickling operations in preparing finished leather.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Preparatory work</li> <li>• Pickling operation</li> <li>• Reporting &amp; documentation</li> <li>• Sorting &amp; placing</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Preparatory Work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Obtain, check and confirm the data on the work ticket or job card</p> <p>PC3. Determine loads and batches for pickling operations</p> <p>PC4. Position self to achieve operator comfort and to minimise fatigue</p> <p>PC5. Load drums with hides for pickling operations that have completed the bating process</p> <p>PC6. Ensure the water, sulfuric acid and salt are added as per the specification</p> <p>PC7. Lubricate equipments and machine, if required, and help the mechanic to repair machines in case of breakdown</p> <p>PC8. Ask questions to obtain more information on tasks when the instructions are unclear</p> <p>PC9. Agree and review agreed upon work targets with the supervisor</p>
<b>Pickling Operation</b>	<p>PC10. Perform regular checks to see the penetration by cutting the cross section of a hide and observing the degree of penetration</p> <p>PC11. Ensure that the pickling process is completed with proper penetration of the salt and acid as per specification</p> <p>PC12. Verify salinity and temperature of solutions, using salinometer and thermometer</p> <p>PC13. Perform washing of drums in between processes</p> <p>PC14. Turn valves to admit water and steam to drum</p> <p>PC15. Turn valve to transfer solutions to drum during specified processing cycles.</p> <p>PC16. Replace solid door of drum with perforated door at specified intervals to filter waste from drum at completion of cycles</p>
<b>Reporting &amp; Documentation</b>	<p>PC17. Report appropriately about defective in equipment and machine which affect work</p> <p>PC18. Report any damaged work to the responsible person</p> <p>PC19. Comply with written instructions</p> <p>PC20. Provide inputs to complete forms, records and other documentation</p>
<b>Sorting &amp; Placing</b>	<p>PC21. Direct the assistant operator to pile the limed hides and transfer to the next stage of production with minimum risk of damage</p> <p>PC22. Leave work area safe and secure when work is complete</p>

## LSS/N0303

## Carry out pickling operation

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. Job details, responsibilities and expected performance outcomes</p> <p>KA2. Standard operating procedures for machinery and equipments</p> <p>KA3. The organization's rules, guidelines and standards</p> <p>KA4. Quality standards for the process</p> <p>KA5. Work target/ review mechanism with the supervisor for obtaining/ giving feedback related to performance</p> <p>KA6. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA7. Contact person in case of queries on procedure or products</p> <p>KA8. Methods to handle tools and equipment safely and the health and safety implications of not doing so</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Preparatory work prior to commencing operations</p> <p>KB2. Information on work specifications, standard operating procedures for drums, work instructions and other reference material</p> <p>KB3. Quality specifications for pickling operation</p> <p>KB4. Right method of loading into the drums, switching it on, temperature control, washing of drums and valve control</p> <p>KB5. Sequence of drum operations in the tannery</p> <p>KB6. Knowledge on surfactants for pickling</p> <p>KB7. Basic functions and inputs of the drum such as drum speed, drum dimensions, salt concentration</p> <p>KB8. Identification of the common faults of hide</p> <p>KB9. Method to handle hides and materials and avoid making them unusable</p> <p>KB10. Methods of checking if output has met the required specification</p> <p>KB11. Carry out minor machine maintenance in accordance with workplace procedures</p> <p>KB12. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB13. Procedure to correctly switch off the machine on completion of work and do the necessary cleaning and maintenance activities</p> <p>KB14. Inputs required to ensure records and other documentation can be completed where required</p> <p>KB15. Method of sharing domain related information with team members</p> <p>KB16. Manufacturers' instructions</p>
Skills (S)	
<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 appropriate technical forms, process charts, activity logs in the prescribed format of the company</p>
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to:

## LSS/N0303

## Carry out pickling operation

	SA3. Read English/ local language as applicable
	SA4. 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: SA5. Listen actively SA6. Communicate effectively with supervisors, managers, etc
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to: SB1. Analyse the defects and the procedure for dealing with it SB2. Take appropriate actions in terms of any deviations from the process
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to: SB3. Plan work according to the required schedule and location SB4. Produce as per the specified productivity targets SB5. Organise the required materials sequentially
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to: SB6. Evaluate the picking operation as per customer standards
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to: SB7. Review the defects and take appropriate actions
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB8. Evaluate and assess the pre finished leather for any modifications and corrections
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB9. Assess and control the quality standards of semi finished leather as per customer standards

LSS/N0303

Carry out pickling operation

## NOS Version Control

NOS Code	LSS/N0303		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Drum Operations	Next review date	18/06/2015

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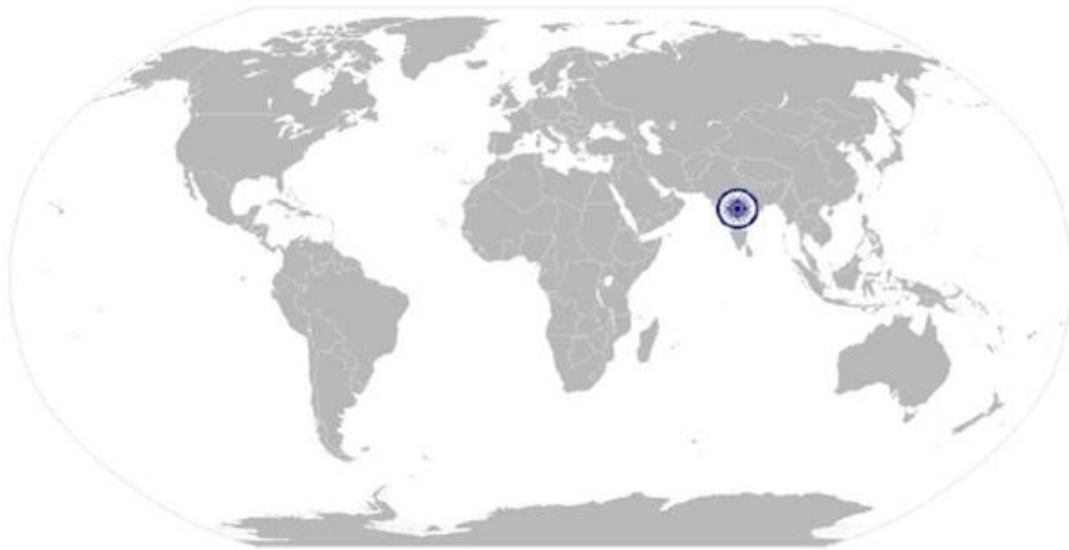


LSS/N0304

Carry out tanning operation

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out tanning operations in preparing finished leather.

## LSS/N0304

## Carry out tanning operation

National Occupational Standard

Unit Code	LSS/N0304
Unit Title (Task)	Carry out tanning operation
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out tanning operations in preparing finished leather.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Preparatory Work</li> <li>• Reporting &amp; Documentation</li> <li>• Sorting &amp; Placing</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Preparatory Work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Obtain, check and confirm the data on the work ticket or job card</p> <p>PC3. Determine loads and batches for tanning operations</p> <p>PC4. Position self to achieve operator comfort and to minimise fatigue</p> <p>PC5. Lubricate equipments and machine, if required, and help the mechanic to repair machines in case of breakdown</p> <p>PC6. Ask questions to obtain more information on tasks when the instructions are unclear</p> <p>PC7. Agree and review agreed upon work targets with the supervisor</p>
<b>Reporting &amp; Documentation</b>	<p>PC8. Report appropriately about defective in equipment and machine which affect work</p> <p>PC9. Report any damaged work to the responsible person</p> <p>PC10. Comply with written instructions</p> <p>PC11. Provide inputs to complete forms, records and other documentation</p>
<b>Sorting &amp; Placing</b>	<p>PC12. Direct the assistant operator to pile the limed hides and transfer to the next stage of production with minimum risk of damage</p> <p>PC13. Leave work area safe and secure when work is complete</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. Load drums with hides for tanning operations that have completed the bating and pickling process</p> <p>KA2. Ensure the tanning agents are added as per the specification</p> <p>KA3. Perform regular checks to see the penetration by cutting the cross section of a hide and observing the degree of penetration</p> <p>KA4. Ensure that the tanning process is completed with proper penetration of the salt and acid as per specification</p> <p>KA5. Verify salinity and temperature of solutions, using salinometer and thermometer</p> <p>KA6. Perform washing of drums in between processes</p> <p>KA7. Turn valves to admit water and steam to drum</p> <p>KA8. Turn valve to transfer solutions to drum during specified processing cycles.</p> <p>KA9. Replace solid door of drum with perforated door at specified intervals to filter waste from drum at completion of cycles</p>



## LSS/N0304

## Carry out tanning operation

<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. To read, write and do basic calculations</p> <p>KB2. Preparatory work prior to commencing operations</p> <p>KB3. Information on work specifications, standard operating procedures for drums, work instructions and other reference material</p> <p>KB4. Quality specifications for tanning operation</p> <p>KB5. Right method of loading into the drums, switching it on, temperature control, washing of drums and valve control</p> <p>KB6. Sequence of drum operations in the tannery</p> <p>KB7. Knowledge on surfactants for tanning</p> <p>KB8. Basic functions and inputs of the drum such as drum speed, drum dimensions, salt concentration</p> <p>KB9. Identification of the common faults of hide</p> <p>KB10. Method to handle hides and materials and avoid making them unusable</p> <p>KB11. Methods of checking if output has met the required specification</p> <p>KB12. Carry out minor machine maintenance in accordance with workplace procedures</p> <p>KB13. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB14. Procedure to correctly switch off the machine on completion of work and do the necessary cleaning and maintenance activities</p> <p>KB15. Inputs required to ensure records and other documentation can be completed where required</p> <p>KB16. Method of sharing domain related information with team members</p> <p>KB17. Manufacturers' instructions</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<p><b>Writing Skills</b></p> <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 appropriate technical forms, process charts, activity logs in the prescribed format of the company</p> <p><b>Reading Skills</b></p> <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, reports, job cards etc</p> <p><b>Oral Communication (Listening and Speaking Skills)</b></p> <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 supervisors, managers, etc</p>
<b>B. Professional Skills</b>	<p><b>Decision Making</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Analyse the defects and the procedure for dealing with it</p> <p>SB2. Take appropriate actions in terms of any deviations from the process</p> <p><b>Plan and Organize</b></p>



## LSS/N0304

## Carry out tanning operation

	The user/ individual on the job needs to know and understand how to: SB3. Plan work according to the required schedule and location SB4. Produce as per the specified productivity targets SB5. Organise the required materials sequentially
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to: SB6. Evaluate the tanning operation is as per customer standards
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to: SB7. Review the defects and take appropriate actions
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB8. Evaluate and assess the pre finished leather for any modifications and corrections
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB9. Assess and control the quality standards of semi finished leather as per customer standards



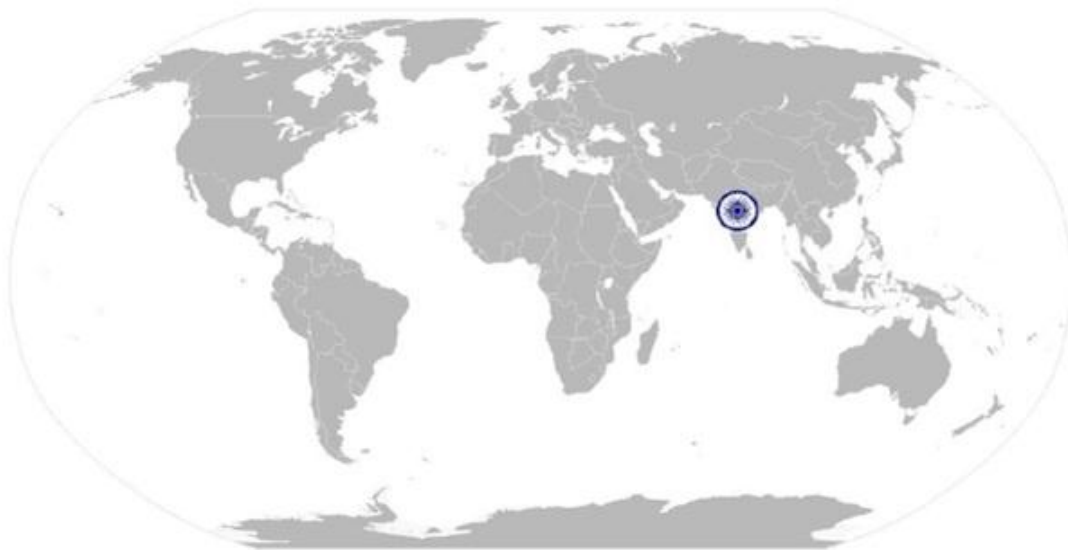
LSS/N0304

Carry out tanning operation

## NOS Version Control

NOS Code	LSS/N0304		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Drum Operations	Next review date	18/06/2015

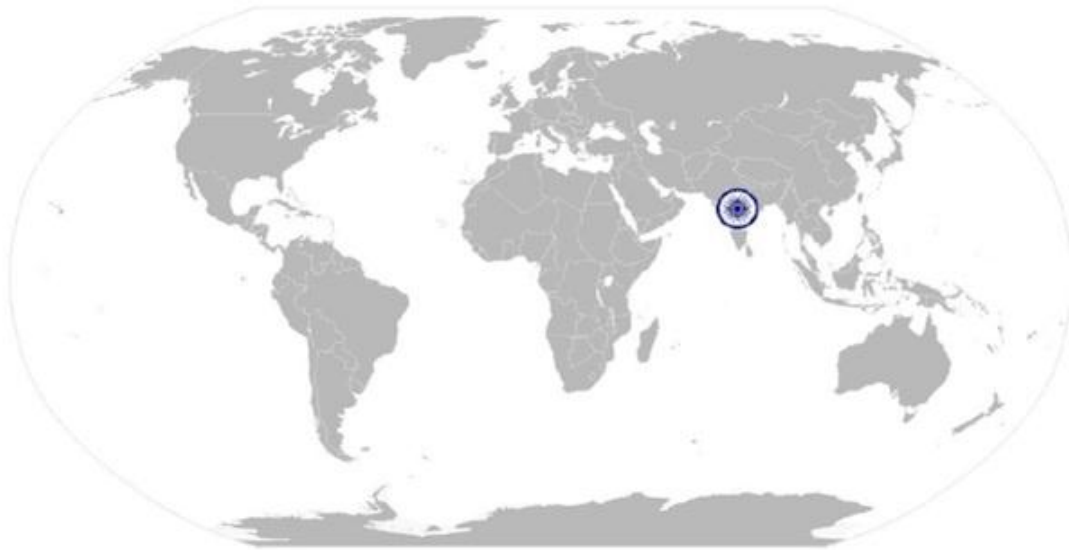
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LSS/N0305      Contribute to achieving product quality in drum operations

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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 drum related activities in finished leather manufacturing to ensure products meet specifications.

## LSS/N0305 Contribute to achieving product quality in drum operations

National Occupational Standard

Unit Code	LSS/N0305
Unit Title (Task)	Contribute to achieving product quality in drum operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking drum related activities in finished leather manufacturing to ensure products meet specifications.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Inspection</li> <li>• Reporting &amp; Documentation</li> <li>• Sorting &amp; Placing</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Inspection	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Check and confirm instructions given, assess if materials received are fit for specified drum operation</p> <p>PC2. Conduct all necessary settings and preparation for drum operation in accordance with specifications and workplace standard procedures to meet the quality standards</p> <p>PC3. Check quality visually on a continuous basis to ensure standard is maintained</p> <p>PC4. Ensure that after soaking the hide is clean, water content of the hide is approximately 65% and absence of salts</p> <p>PC5. Ensure the drum operations meets procedural specifications with regard to temperature, time, air quality, water quality, ageing of hides and addition of surfactants</p> <p>PC6. Ensure natural oils and proteins are washed out of the hide after liming</p> <p>PC7. Ensure covering of limed hides to prevent lime blast and avoid dragging grain down over floor or other surfaces</p> <p>PC8. Follow the temperature specifications (Cold water -80°F max.) to de-lime the grain before proceeding to warm washing and warm bating at 97°F</p> <p>PC9. Ensure that in the pickling, the ph-value of the hide is lowered by adding acid and salt to prepare the hide for the addition of tanning agent.</p> <p>PC10. Monitor the drum operations till hide has reached a ph-value of about 3 throughout its full width so that it is ready for the adding of the tanning agent</p> <p>PC11. Ensure at the end point of bating it leads to mobility and removal of natural pigment, thumb print impression and air permeability</p> <p>PC12. Make certain that drums are filtered and cleaned at completion of cycles</p> <p>PC13. Maintain the continuity of production with minimum interruptions and downtime</p> <p>PC14. Maintain the required productivity and quality levels</p>
Reporting & Documentation	PC15. Identify causes of faults and take action to rectify the same to maintain product quality

**LSS/N0305 Contribute to achieving product quality in drum operations**

	PC16. Follow reporting procedures where the cause of faults cannot be identified
<b>Sorting &amp; Placing</b>	PC17. Pass the processed hides with support of the assistant operator for PC18. Leave work area safe and secure when work is complete next process
<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 rules, codes, guidelines and standards KA2. Quality systems and procedures KA3. Limits of personal responsibility KA4. Process of reporting quality deviations KA5. Process of operating equipments KA6. Responsibilities under the Health & Safety Act
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. Interpretation of quality specifications and setting machinery for operation KB2. The different types of faults likely to be found and method to put them right KB3. The different techniques and methods used to detect faults KB4. The inspection methods that can be used KB5. Importance of product checks KB6. The acceptable solutions for particular faults KB7. The consequences of not rectifying problems KB8. The types of adjustments suitable for specific types of faults KB9. Responsibilities at work during production KB10. Company's quality and production targets and the effect of not meeting these on self and/or the team KB11. Difference between correctable and non-correctable faults KB12. Manufacturer's instructions
<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. Write in English/ local language as applicable SA2. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
	<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, reports, job cards etc
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to: SA5. Listen actively SA6. Communicate effectively with supervisors, managers, etc
	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to: SB1. Analyse the defects and the procedure for dealing with it

## LSS/N0305 Contribute to achieving product quality in drum operations

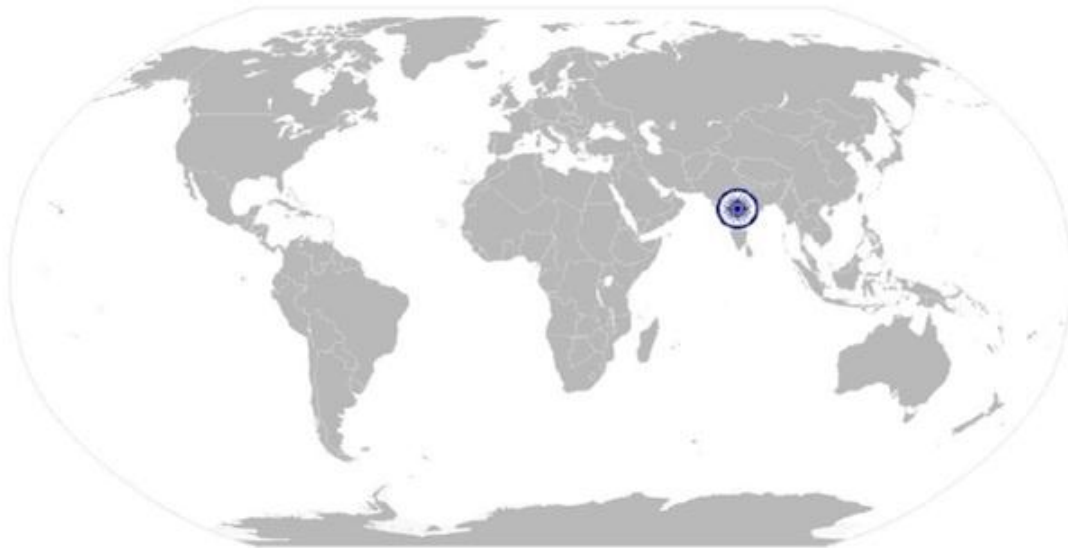
	SB2. Take appropriate actions in terms of any deviations from the process
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to:
	SB3. Plan work according to the required schedule and location
	SB4. Produce as per the specified productivity targets
	SB5. Organise the required materials sequentially
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to:
	SB6. Evaluate all the processes in drum operations is as per customer standards
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB7. Review the defects and take appropriate actions
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB8. Evaluate and assess the pre finished leather for any modifications and corrections
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB9. Assess and control the quality standards of semi finished leather as per customer standards

**LSS/N0305      Contribute to achieving product quality in drum operations**

## NOS Version Control

NOS Code	LSS/N0305		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Drum Operations	Next review date	18/06/2015

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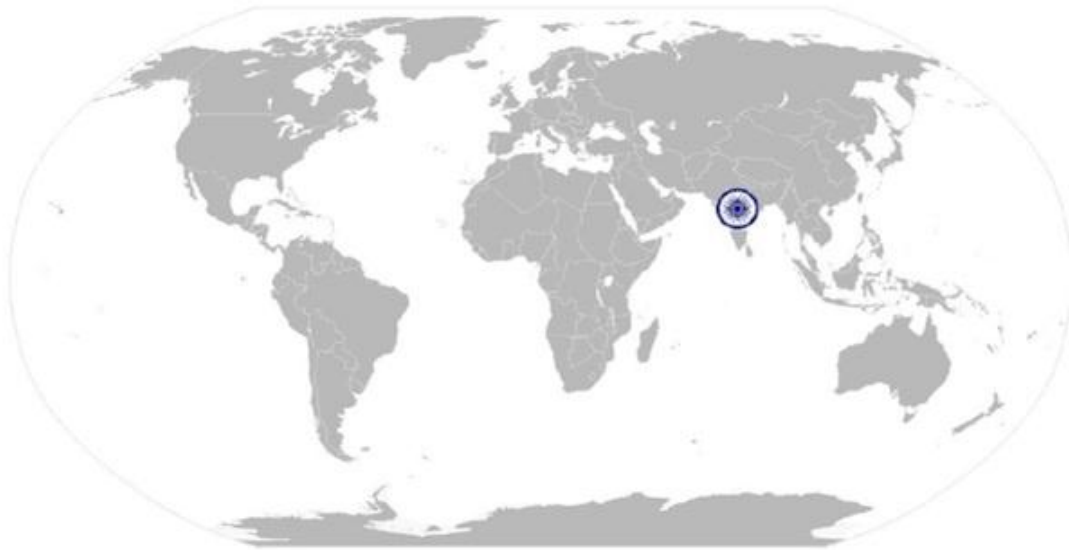


LSS/N8501

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

National Occupational Standard

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>C. 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>D. 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>C. 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>D. 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	Finished Leather	Last reviewed on	31/03/15
Occupation	Drum Operations	Next review date	18/06/2015

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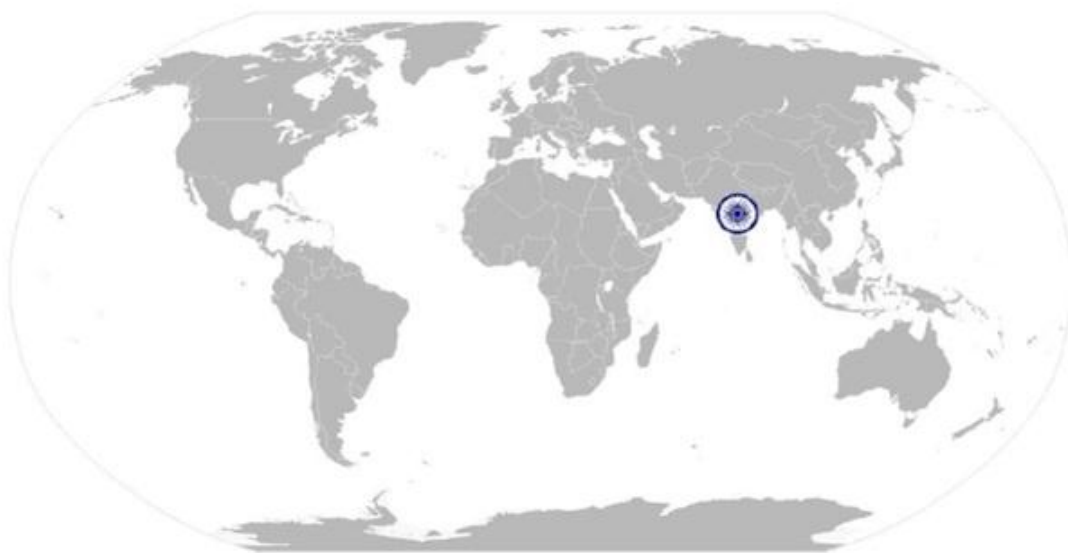


LSS/N8601

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>C. 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>D. 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>C. 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. Document and report any health and safety related incidents/ accidents</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 manuals of operations</p> <p>SA3. Read all organizational and equipment related health and safety manuals and documents</p> <p>SA4. Read instructions, guidelines/procedures/rules related to the worksite and machine operations</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. Give clear instructions to co-workers, subordinates and other personnel</p> <p>SA6. Use correct technical terms while interacting with supervisor</p>
<b>D. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Make an appropriate timely decision in responding to emergencies/accidents in line with organizational</p> <p>SB2. Evaluate and use correct PPE and other safety gear while at the workplace</p>
	<b>Plan and Organize</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Work with supervisors/ team mates to carry out work related tasks</p>

## 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	Finished Leather	Last reviewed on	31/03/15
Occupation	Drum Operations	Next review date	18/06/2015

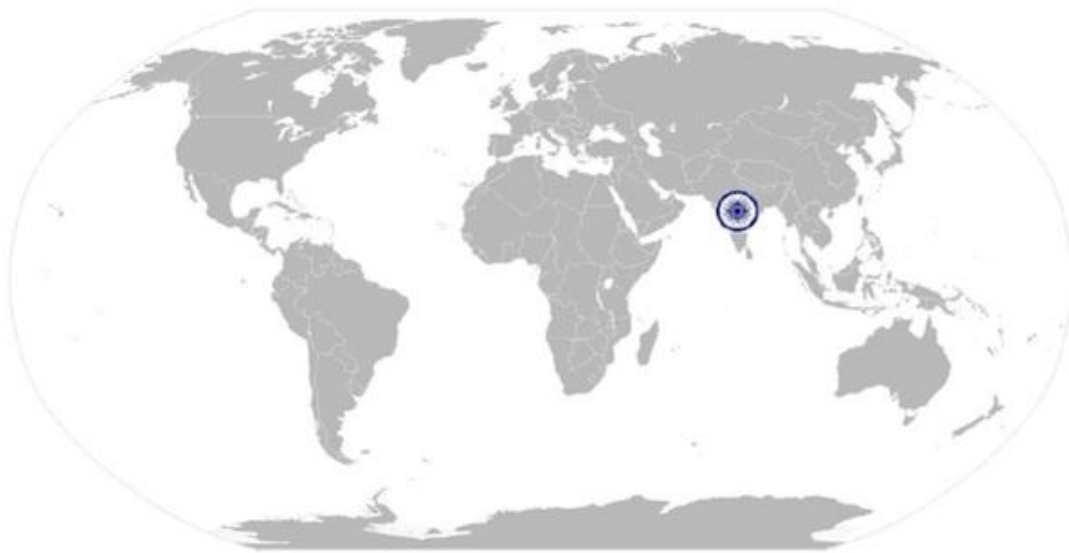
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**LSS/N8701 Comply with industry, regulatory and organizational requirements**

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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

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"> <li>Compliance with industry, regulatory and organizational requirements</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
<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>
Knowledge and Understanding (K)	
<b>C. 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>D. 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>
Skills (S)	
<b>C. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	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
	<b>Reading Skills</b>
	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

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

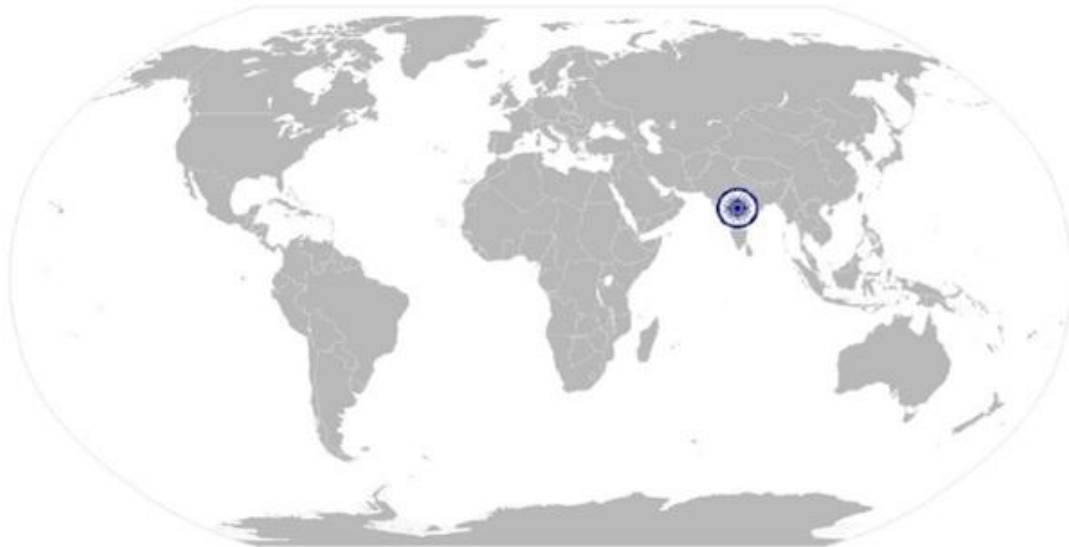
	SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	<b>Oral Communication (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>D. 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
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Drum Operations	Next review date	18/06/2015

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## **CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role**     Drum Operator

**Qualification Pack Code**     LSS / QO301

**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

NOS	PC	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
1. LSS/N0301 Carry out soaking operation	PC1. Make sure the work area is free from hazards	70	2	0	2
	PC2. Obtain, check and confirm the data on the work ticket or job card		5	3	2
	PC3. Determine loads and batches for soaking operations		3	0	3
	PC4. Position self to achieve operator comfort and to minimise fatigue		3	0	3
	PC5. Load drums with hides for soaking operations that have completed the pre-soaking process in the soaking pit		3	0	3
	PC6. Ensure the right addition of water and surfactants to help in the removal of salt, dirt, debris, blood and excess animal fats		2	0	2
	PC7. Ensure that the soaking process has restored moisture that has been lost		5	2	3
	PC8. Verify the salinity and temperature of solutions, using salinometer and thermometer		5	3	2
	PC9. Lubricate equipment and machine, if required, and help the mechanic to repair machines in case of breakdown		2	0	2
	PC10. Ask questions to obtain more information on tasks when the instructions are unclear		5	2	3
	PC11. Agree and review agreed upon work targets with the supervisor		3	0	3

	PC12. Perform washing of drums in between processes		2	0	2
	PC13. Turn valves to admit water and steam to drum		5	2	3
	PC14. Turn valve to transfer solutions to drum during specified processing cycles.		2	0	2
	PC15. Move lever to activate drum to clean and wash hides.		5	3	2
	PC16. Replace solid door of drum with perforated door at specified intervals to filter waste from drum at completion of cycles		2	0	2
	PC17. Report appropriately about defective in equipment and machine		2	0	2
	PC18. which affect work		2	0	2
	PC19. Report any damaged work to the responsible person		2	0	2
	PC20. Comply with written instructions		2	0	2
	PC21. Provide inputs to complete forms, records and other documentation		2	0	2
	PC22. Direct the helpers to pile the soaked hides and transfer to the next		2	0	2
	PC23. stage of production with minimum risk of damage		2	0	2
	PC24. Leave work area safe and secure when work is complete		2	0	2
	<b>Total</b>		<b>70</b>	<b>15</b>	<b>55</b>
2. LSS/N0302 Carry out liming operation	PC1. Make sure the work area is free from hazards	65	3	0	3
	PC2. Obtain, check and confirm the data on the work ticket or job card		3	0	3
	PC3. Determine loads and batches for liming operations		3	0	3
	PC4. Position self to achieve operator comfort and to minimise fatigue		2	0	2
	PC5. Load drums with hides for liming operations that have completed the soaking process		5	2	3
	PC6. Ensure the right mix and quantity of addition of lime paint/lime liquor as per the specification		5	3	2
	PC7. Ensure that the liming process is completed as per specification where hides have to appear swollen with an increased thickness		3	1	2
	PC8. Verify salinity and temperature of solutions, using salinometer and thermometer		4	2	2
	PC9. Lubricate equipment and machine, if required, and help the mechanic to repair machines in case of breakdown		2	0	2
	PC10. Ask questions to obtain more information on tasks when the instructions are unclear		3	0	3
	PC11. Agree and review agreed upon work targets with the supervisor		3	0	3
	PC12. Perform washing of drums in between processes		3	1	2
	PC13. Turn valves to admit water and steam to drum		5	2	3
	PC14. Turn valve to transfer solutions to drum during specified processing cycles		3	1	2
	PC15. Replace solid door of drum with perforated door at specified intervals to filter waste from drum at		5	3	2

	completion of cycles			
	PC16. Report appropriately about defects in equipment and machine which affect work	2	0	2
	PC17. Report any damaged work to the responsible person	2	0	2
	PC18. Comply with written instructions	2	0	2
	PC19. Provide inputs to complete forms, records and other documentation	2	0	2
	PC20. Direct the assistant operator to pile the limed hides and transfer to the next stage of production with minimum risk of damage	3	0	3
	PC21. Leave work area safe and secure when work is complete	2	0	2
	<b>Total</b>	<b>65</b>	<b>15</b>	<b>50</b>
3. LSS/N0303- Carry out pickling operation	PC1. Make sure the work area is free from hazards	1	0	1
	PC2. Obtain, check and confirm the data on the work ticket or job card	2	0	2
	PC3. Determine loads and batches for pickling operations	2	0	2
	PC4. Position self to achieve operator comfort and to minimise fatigue	7	5	2
	PC5. Load drums with hides for pickling operations that have completed the bating process	2	0	2
	PC6. Ensure the water, sulfuric acid and salt are added as per the specification	2	0	2
	PC7. Lubricate equipment and machine, if required, and help the mechanic to repair machines in case of breakdown	2	0	2
	PC8. Ask questions to obtain more information on tasks when the instructions are unclear	2	0	2
	PC9. Agree and review agreed upon work targets with the supervisor	2	0	2
	PC10. Perform regular checks to see the penetration by cutting the cross-section of a hide and observing the degree of penetration	7	5	2
	PC11. Ensure that the pickling process is completed with proper penetration of the salt and acid as per specification	7	5	2
	PC12. Verify salinity and temperature of solutions, using salinometer and thermometer	2	0	2
	PC13. Perform washing of drums in between processes	1	0	1
	PC14. Turn valves to admit water and steam to drum	1	0	1
	PC15. Turn valve to transfer solutions to drum during specified processing cycles.	2	0	2
	PC16. Replace solid door of drum with perforated door at specified intervals to filter waste from drum at completion of cycles	1	0	1
	PC17. Report appropriately about defective in equipment and machine which affect work	2	0	2
	PC18. Report any damaged work to the responsible person	1	0	1
	PC19. Comply with written instructions	1	0	1

	PC20. Provide inputs to complete forms, records and other documentation		1	0	1
	PC21. Direct the assistant operator to pile the limed hides and transfer to the next stage of production with minimum risk of damage		1	0	1
	PC22. Leave work area safe and secure when work is complete		1	0	1
	<b>Total</b>		<b>50</b>	<b>35</b>	<b>15</b>
4. LSS/N0304- Carry out tanning operation	PC1. Make sure the work area is free from hazards	40	2	0	2
	PC2. Obtain, check and confirm the data on the work ticket or job card		2	0	2
	PC3. Determine loads and batches for tanning operations		2	0	2
	PC4. Position self to achieve operator comfort and to minimise fatigue		7	5	2
	PC5. Lubricate equipments and machine, if required, and help the mechanic to repair machines in case of breakdown		2	0	2
	PC6. Ask questions to obtain more information on tasks when the instructions are unclear		2	0	2
	PC7. Agree and review agreed upon work targets with the supervisor		1	0	1
	PC8. Report appropriately about defective in equipment and machine which affect work		2	0	2
	PC9. Report any damaged work to the responsible person		2	0	2
	PC10. Comply with written instructions		7	5	2
	PC11. Provide inputs to complete forms, records and other documentation		7	5	2
	PC12. Direct the assistant operator to pile the limed hides and transfer to the next stage of production with minimum risk of damage		2	0	2
	PC13. Leave work area safe and secure when work is complete		2	0	2
	<b>Total</b>		<b>40</b>	<b>15</b>	<b>25</b>
5. LSS/N0305- Contribute to achieving product quality in drum operations	PC1. Check and confirm instructions given, assess if materials received are fit for specified drum operation	25	6	5	1
	PC2. Conduct all necessary settings and preparation for drum operation in accordance with specifications and workplace standard procedures to meet the quality standards		1	0	1
	PC3. Check quality visually on a continuous basis to ensure standard is maintained		0.5	0	0.5
	PC4. Ensure that after soaking the hide is clean, water content of the hide is approximately 65% and absence of salts		1	0	1
	PC5. Ensure the drum operations meets procedural specifications with regard to temperature, time, air quality, water quality, ageing of hides and addition of surfactants		5.5	5	0.5
	PC6. Ensure natural oils and proteins are washed out of the hide after liming		1	0	1
	PC7. Ensure covering of limed hides to prevent lime blast and avoid dragging grain down over floor or other		1	0	1

	surfaces				
	PC8. Follow the temperature specifications (Cold water - 80°F max.) to de- lime the grain before proceeding to warm washing and warm bating at 97°F		1	0	1
	PC9. Ensure that in the pickling, the ph-value of the hide is lowered by adding acid and salt to prepare the hide for the addition of tanning agent.		0.5	0	0.5
	PC10. Monitor the drum operations till hide has reached a ph-value of about 3 throughout its full width so that it is ready for the adding of the tanning agent		1	0	1
	PC11. Ensure at the end point of bating it leads to mobility and removal of natural pigment, thumb print impression and air permeability		1	0	1
	PC12. Make certain that drums are filtered and cleaned at completion of cycles		0.5	0	0.5
	PC13. Maintain the continuity of production with minimum interruptions and downtime		1	0	1
	PC14. Maintain the required productivity and quality levels		0.5	0	0.5
	PC15. Identify causes of faults and take action to rectify the same to maintain product quality		1	0	1
	PC16. Follow reporting procedures where the cause of faults cannot be identified		1	0	1
	PC17. Pass the processed hides with support of the assistant operator for		0.5	0	0.5
	PC18. Leave work area safe and secure when work is complete next process		1	0	1
	<b>Total</b>		<b>25</b>	<b>10</b>	<b>15</b>
6. LSS/N8501- Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	50	1	0	1
	PC2. Use correct lifting and handling procedures		2	0	2
	PC3. Use materials to minimize waste		2	0	2
	PC4. Prepare and organize work		7	5	2
	PC5. Maintain a clean and hazard free working area		2	0	2
	PC6. Deal with work interruptions		2	0	2
	PC7. Move around the workplace with care		2	0	2
	PC8. Maintain tools and equipment		2	0	2
	PC9. Carry out running maintenance within agreed schedules		2	0	2
	PC10. Carry out maintenance and/or cleaning outside responsibility		7	5	2
	PC11. Report unsafe equipment and other dangerous occurrences		7	5	2
	PC12. Ensure that the correct machine guards are in place		2	0	2
	PC13. Work in a comfortable position with the correct posture		1	0	1
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		1	0	1
	PC15. Dispose of waste safely in the designated location		2	0	2
	PC16. Store cleaning equipment safely after use		1	0	1

	PC17. Complete and store accurate records and documentation		2	0	2
	PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working		1	0	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		1	0	1
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	1
	<b>Total</b>		<b>50</b>	<b>15</b>	<b>35</b>
7. LSS/N8601 Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	20	2	1	1
	PC2. Use and maintain personal protective equipment as per protocol		2	1	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		1.5	1	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		1	0	1
	PC9. Safely handle and move waste and debris		0.5	0	0.5
	PC10. Minimize health and safety risks to self and others due to own actions		1	0	1
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		2	1	1
	PC12. Monitor the workplace and work processes for potential risks and threats		0.5	0	0.5
	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		2	1	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		0.5	0	0.5
	PC18. Follow organization procedures for shutdown and evacuation when required		1	0	1
	<b>Total</b>		<b>20</b>	<b>5</b>	<b>15</b>
8. LSS/N8701 Comply with industry,	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and	10	2	1	1

regulatory and organizational requirements	procedures			
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel	2	1	1
	PC3. Apply and follow these policies and procedures within the work practices	1	0	1
	PC4. Provide support to the supervisor and team members in enforcing these considerations	2	1	1
	PC5. Identify and report any possible deviation to these requirements	1	0	1
	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	2	1	1
	<b>Total</b>	<b>10</b>	<b>4</b>	<b>6</b>