

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 - Fleshing Operator

SECTOR: LEATHER

SUB SECTOR: Finished Leather

OCCUPATION: Fleshing Operator

REFERENCE ID: LSS / Q0101

ALIGNED TO: NCO-2004/8265.20

The Fleshing Operator is an essential and skilled job-role and involves removing excess flesh and fatty tissue under the hide is removed by a fleshing machine before the hides are loaded into drums.

Brief Job Description: A Fleshing Operator makes use of the fleshing machine to mechanically scrape of the excessive organic material from the hide (connective tissue, fat etc.). Fleshing can be carried out prior to soaking, after liming or after pickling. The process of fleshing is called green fleshing if the removal is done prior to liming and unhairing. If fleshing is performed after liming and unhairing it is called lime fleshing. Sheep skins may be fleshed in the picked state.

Personal Attributes: The Fleshing Operator should display concentration, good eye-hand co-ordination, monitoring ability, attention to detail, quick response time or reflex, target oriented as well basic estimation and numerical skills.

Qualifications Pack Code	LSS / Q0101		
Job Role	Fleshing 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	Fleshing Operator	Next review date	31/03/17
NSQC Clearance on	18/06/2015		

Job Role	Fleshing Operator
Role Description	A Fleshing Operator makes use of the fleshing machine to mechanically scrape of the excessive organic material from the hide (connective tissue, fat etc.).The pelts are carried through rollers and across rotating spiral blades by the fleshing machine. He/she is responsible for safe operation of the machine and equipment.
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)	Compulsory <ol style="list-style-type: none"> 1. LSS/N0101 Carry out fleshing operations 2. LSS/N0102 Contribute to achieving product quality in fleshing operations 3. LSS/N8501 Maintain the work area, tools and machines 4. LSS/N8601 Maintain health, safety and security at workplace 5. LSS/N8701 Comply with industry, regulatory and organizational requirements Optional: N.A.
Performance Criteria	As described in the relevant OS units

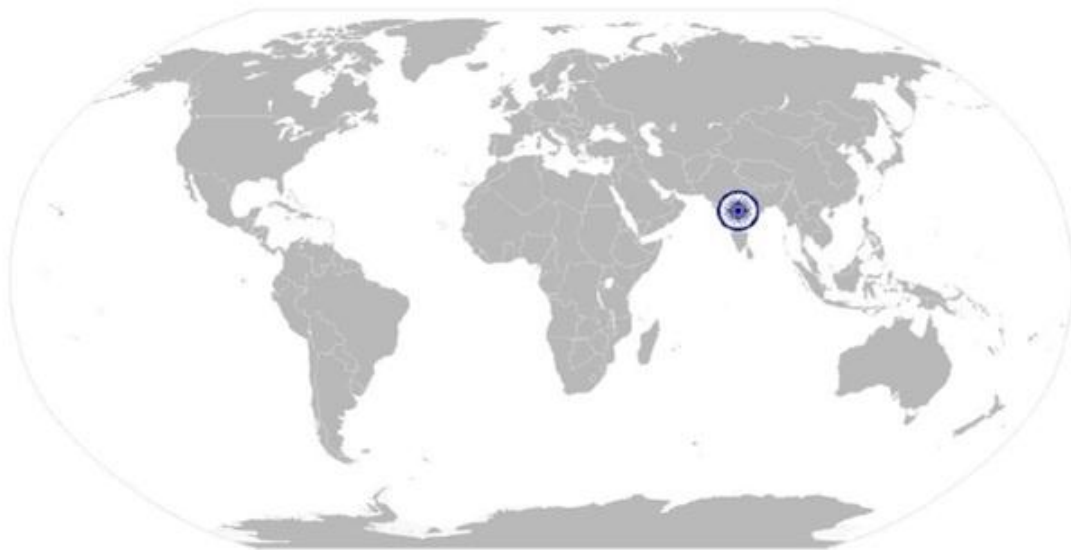
Definition

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

National Occupational Standard



Overview

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

National Occupational Standards

LSS/N0101

Carry out fleshing operations

National Occupational Standard

Unit Code	LSS/N0101
Unit Title (Task)	Carry out fleshing operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out fleshing operations in preparing finished leather.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparatory Work • Fleshing Operation • Reporting and documentation • Sorting and placing
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparatory Work	<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. Position self to achieve operator comfort and to minimise fatigue</p> <p>PC4. Ask questions to obtain more information on tasks when the instructions are unclear</p> <p>PC5. Agree and review agreed upon work targets with the supervisor</p>
Fleshing Operation	<p>PC6. Operate the fleshing machine in the following sequence</p> <ul style="list-style-type: none"> • Place de-haired skin over lower roller of machine with the inner side turned upwards and smooth out wrinkles by hand • Start machine to rotate machine rollers • Press foot treadle of machine to bring lower roller carrying hide, against roller fitted with revolving knife blades • Adjust roller to scrape flesh particles from skin • Feed half of hide through the rollers • Depress the pedal to rollers and removes hide • Reverse hide and repeat operation to scrape other half of hide • Ensure that hide is not damaged or cut by blades when scraping • Pile scraped hides <p>PC7. Follow company reporting procedures about defective tools and machines which affect work</p> <p>PC8. Lubricate machine, if required, and help the mechanic to repair machines in case of breakdown</p> <p>PC9. Work as per legal requirements, standards and regulations, policies and procedures</p>
Reporting & Documentation	<p>PC10. Report any damaged work to the responsible person</p> <p>PC11. Comply with written instructions</p> <p>PC12. Provide inputs to complete forms, records and other documentation</p>
Sorting & Placing	<p>PC13. Sort work to assist the next stage of production and minimise the risk of damage</p> <p>PC14. Leave work area safe and secure when work is complete</p>
Knowledge and Understanding (K)	

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Carry out fleshing operations

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. Details of the various job roles, responsibilities and processes for operating equipments, obtaining information on work related task etc</p> <p>KA2. The organization's rules, guidelines and standards</p> <p>KA3. The main types and characteristics of hides, skins or leather produced by the company</p> <p>KA4. Work target or review mechanism for obtaining or giving feedback related to performance</p> <p>KA5. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA6. Adherence to quality standards</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. Technical Knowledge	<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 and work instructions and other reference material</p> <p>KB3. Procedures for operating the fleshing machine</p> <p>KB4. Right methods to feed hide into the machine</p> <p>KB5. Functions of various components of the machine such as alloy steel and great diameter bladed cylinder, speed adjustment of the transport device consisting of a diamond pattern roller and a great diameter roller, rubber bolster and the automatically opening rollers</p> <p>KB6. Identification of the common faults of hide</p> <p>KB7. Methods to handle hides and materials and avoid making them unusable</p> <p>KB8. Methods to check if output has met the required specification</p> <p>KB9. Minor machine maintenance in accordance with workplace procedures</p> <p>KB10. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB11. Procedure to correctly switch off the machine on completion of work and do the necessary cleaning and maintenance activities</p> <p>KB12. Inputs required to ensure records and other documentation can be completed where required</p> <p>KB13. Product and quality specifications for fleshing operation</p> <p>KB14. Method to share domain related information with team members</p> <p>KB15. Manufacturers' instructions</p>
Skills (S)	
A. Core Skills / Generic Skills	<p>Writing Skills</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>

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Carry out fleshing operations

	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA3. Read and comprehend basic English/local language as applicable SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	Oral Communication (Listening and Speaking Skills)
B. Professional Skills	The user/ individual on the job needs to know and understand how to: SA5. Listen actively SA6. Communicate effectively with supervisors, managers, etc
	Decision Making
	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
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB3. Plan and set the targets along with the supervisors and the co workers SB4. Organize tools and equipments to be used SB5. Plan work according to the required schedule and location
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB6. Ensure fleshing is as per customer standards SB7. Evaluate and ensure delivery of products as per customers' specifications
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB8. Identify possible defects with the products SB9. Review the defects and take appropriate actions to rectify SB10. Report to the authority if problems cannot be rectified
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB11. Diagnose common problems in the machine based on visual inspection
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB12. Assess and control the quality standards of the product as per customer standards

National Occupational Standards

LSS/N0101

Carry out fleshing operations

NOS Version Control

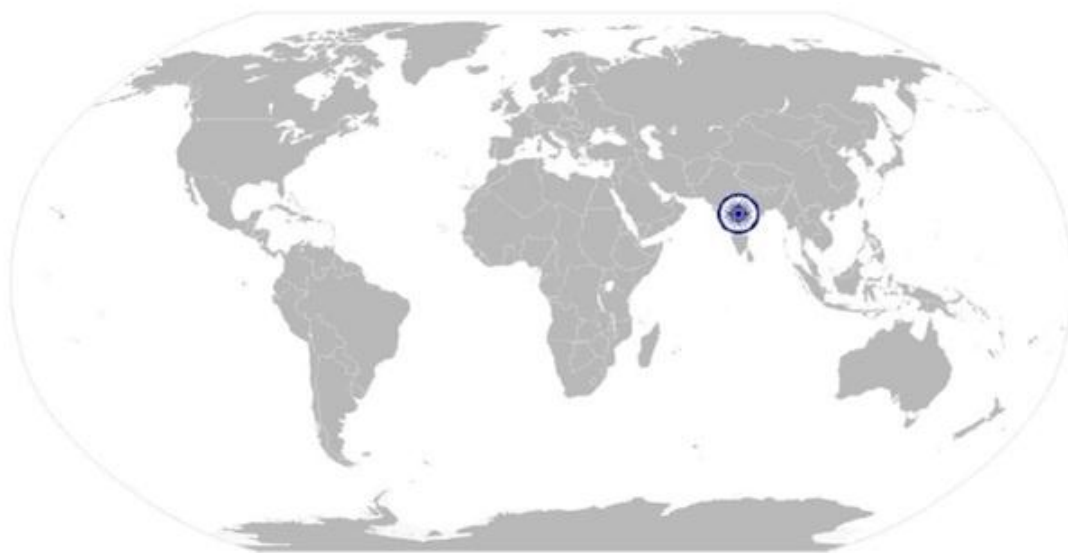
NOS Code	LSS/N0101		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Fleshing Operator	Next review date	18/06/2015

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LSS/N0102 Contribute to achieving product quality in fleshing operations

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking leather fleshing related activities to ensure products meet specifications.

LSS/N0102 Contribute to achieving product quality in fleshing operations

National Occupational Standard

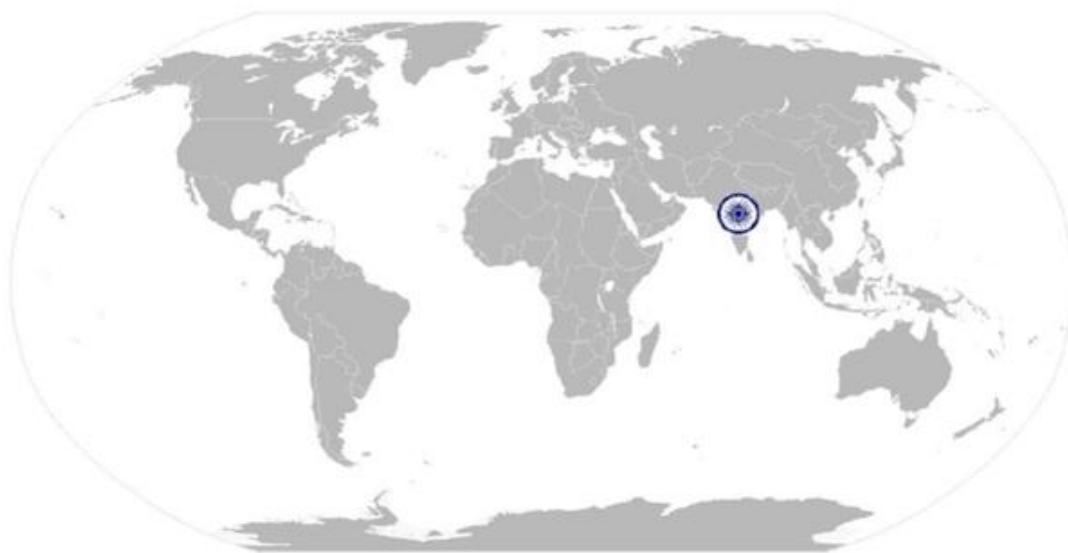
Unit Code	LSS/N0102
Unit Title (Task)	Contribute to achieving product quality in fleshing operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking leather fleshing related activities to ensure products meet specifications.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Inspection • Reporting and documentation • Sorting and placing
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 fleshing operation</p> <p>PC2. Conduct all necessary settings and preparation for machine operation in accordance with specifications and workplace standard procedures to meet the quality standards</p> <p>PC3. Feed hides into the machine in the appropriate manner and in accordance with health and safety practices and workplace procedures</p> <p>PC4. Check quality visually on a continuous basis to ensure standard is maintained</p> <p>PC5. Ensure the quality of the product meets specification during production</p> <p>PC6. Maintain the continuity of production with minimum interruptions and downtime</p> <p>PC7. Ensure that excess flesh and fatty tissue from under the pelt is removed completely</p> <p>PC8. Maintain the required productivity and quality levels</p>
Reporting & Documentation	<p>PC9. Identify causes of faults and take action to rectify the same to maintain product quality</p> <p>PC10. Follow reporting procedures where the cause of faults cannot be identified</p>
Sorting & Placing	<p>PC11. Pass the processed hides with support of the assistant operator for next process</p> <p>PC12. Leave work area safe and secure when work is complete</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 organization's rules, guidelines and standards</p> <p>KA2. Quality systems and procedures</p> <p>KA3. Limits of personal responsibility</p> <p>KA4. Process of reporting faults</p> <p>KA5. Process of operating equipments</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Interpretation of quality specifications and setting machinery for operation</p>

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	<p>KB2. The different types of faults likely to be found and method to put them right</p> <p>KB3. The different techniques and methods used to detect faults</p> <p>KB4. The inspection methods that can be used</p> <p>KB5. Importance of product checks</p> <p>KB6. The acceptable solutions for particular faults</p> <p>KB7. The consequences of not rectifying problems</p> <p>KB8. The types of adjustments suitable for specific types of faults</p> <p>KB9. Responsibilities at work during production</p> <p>KB10. Company's quality and production targets and the effect of not meeting these on self and/or the team</p> <p>KB11. Difference between correctable and non-correctable faults</p> <p>KB12. Manufacturer's instructions</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 appropriate technical forms, process charts, activity logs in the prescribed format of the company
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	SA3. Read and comprehend basic English/local language as applicable
	SA4. 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:
	SA5. Listen actively
	SA6. Communicate effectively with supervisors, managers, etc
B. Professional Skills	Decision Making
	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
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB3. Plan and set the targets along with the supervisors and the co workers
	SB4. Organize tools and equipments to be used
	SB5. Plan work according to the required schedule and location
	Customer Centricity
B. Professional Skills	The user/ individual on the job needs to know and understand how to:
	SB6. Ensure fleshing is as per customer standards
	SB7. Evaluate and ensure delivery of products as per customers' specifications
B. Professional Skills	Problem Solving
	The user/ individual on the job needs to know and understand how to:

LSS/N0102 Contribute to achieving product quality in fleshing operations

	SB8. Identify possible defects with the products SB9. Review the defects and take appropriate actions to rectify SB10. Report to the authority if problems cannot be rectified
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB11. Diagnose common problems in the machine based on visual inspection
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB12. Assess and control the quality standards of the product as per customer standards



LSS/N0102 Contribute to achieving product quality in fleshing operations

NOS Version Control

NOS Code	LSS/N0102		
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	Fleshing Operator	Next review date	18/06/2015

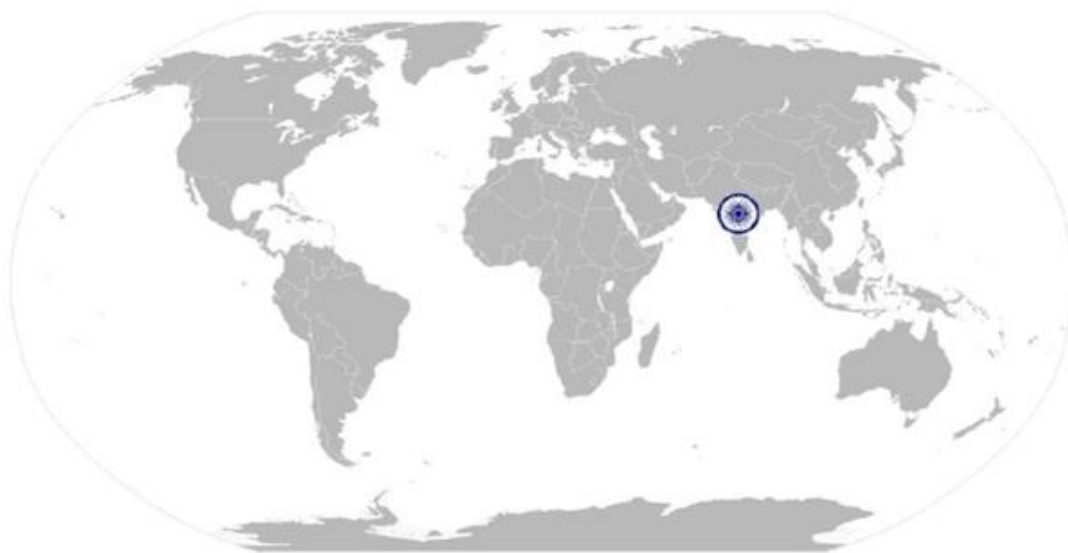
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LSS/N8501

Maintain the work area, tools and machines

National Occupational Standard



Overview

This standard is for those who organise and maintain their work areas, tools and machines to make sure that agreed production targets and instructions are met.

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 standard is for those who organise and maintain their work areas, tools and machines to make sure that agreed production targets and instructions are met.
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>

LSS/N8501

Maintain the work area, tools and machines

	SA6. Use correct technical term while interacting with supervisor
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

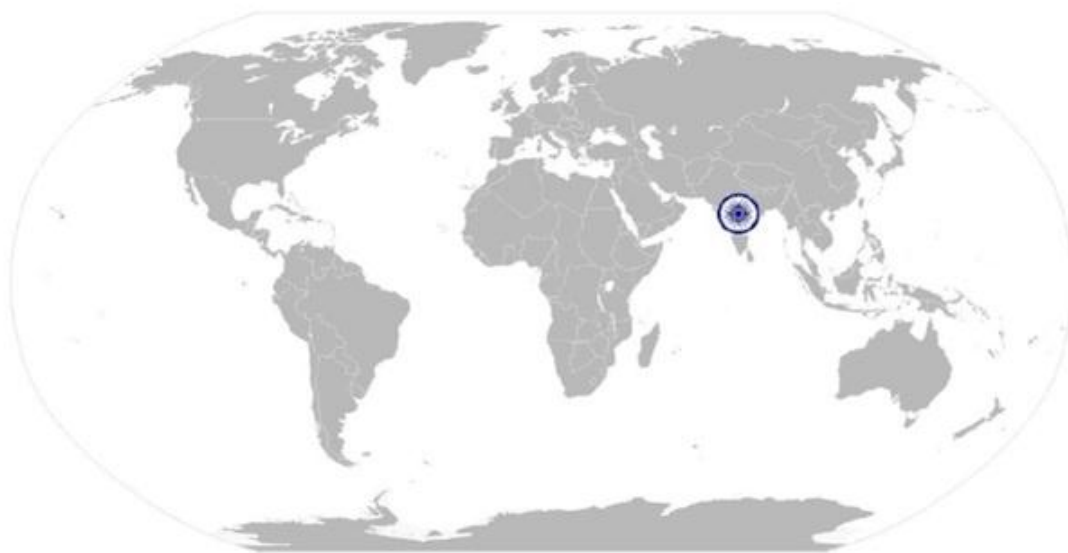
LSS/N8501

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	Finished Leather	Last reviewed on	31/03/15
Occupation	Fleshing Operator	Next review date	18/06/2015

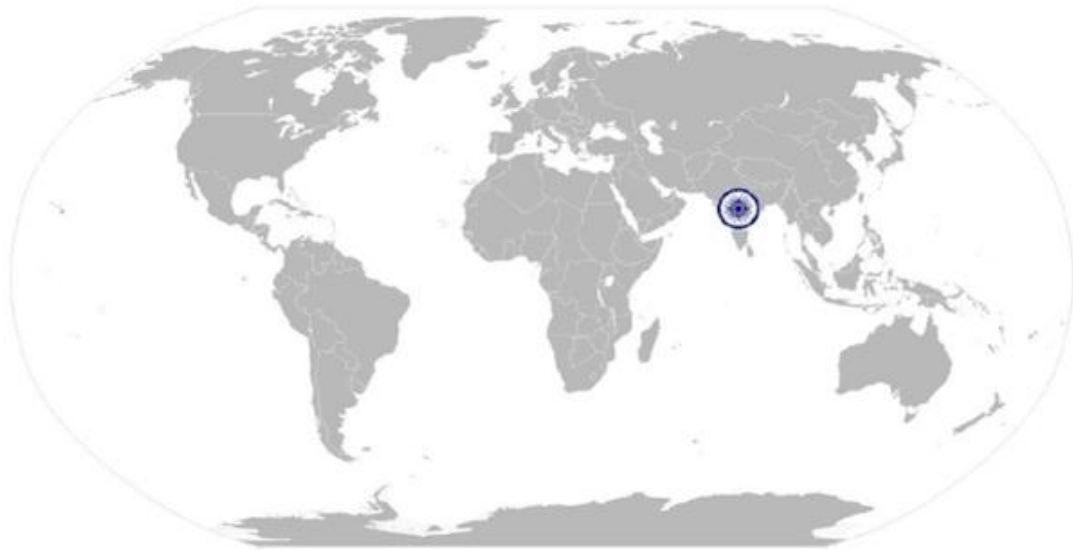
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LSS/N8601

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	<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>

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(Knowledge of the company / organization and its processes)	<p>KA2. Potential hazards, risks and threats based on nature of operations</p> <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
	<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>
	Reading Skills
	<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>
	Oral Communication (Listening and Speaking Skills)
	<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. Professional Skills	Decision Making
	<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>
	Plan and Organize

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

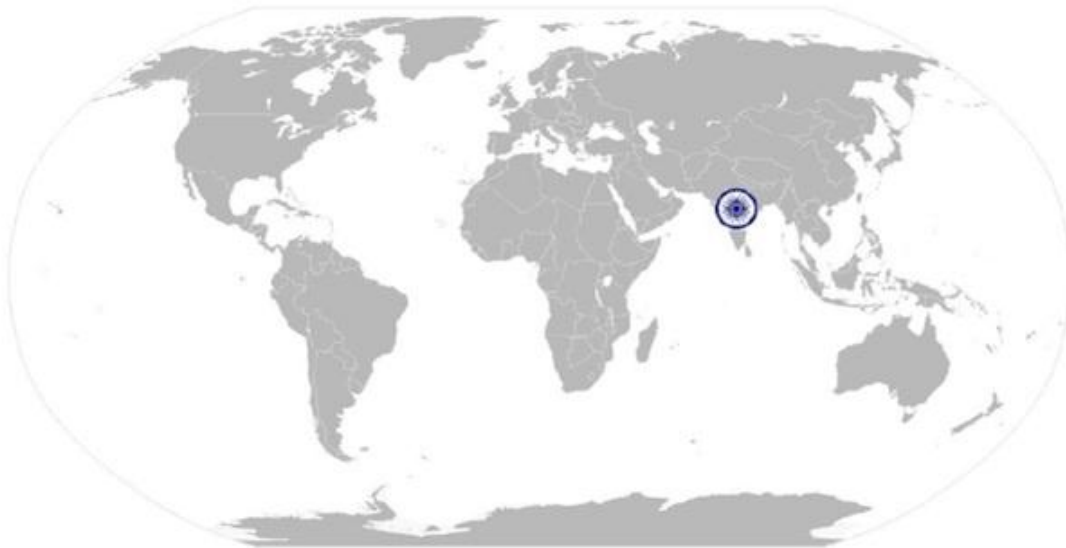
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Maintain health, safety and security at workplace

NOS Version Control

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

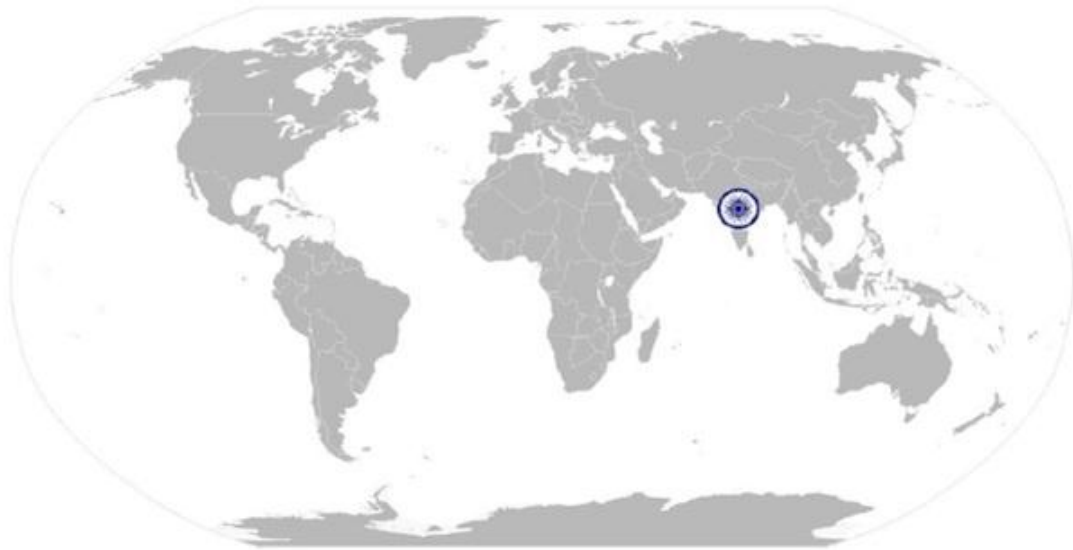
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LSS/N8701

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.

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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
	<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 the organizational documents pertaining to rules and procedures</p>

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Comply with industry, regulatory and organizational requirements

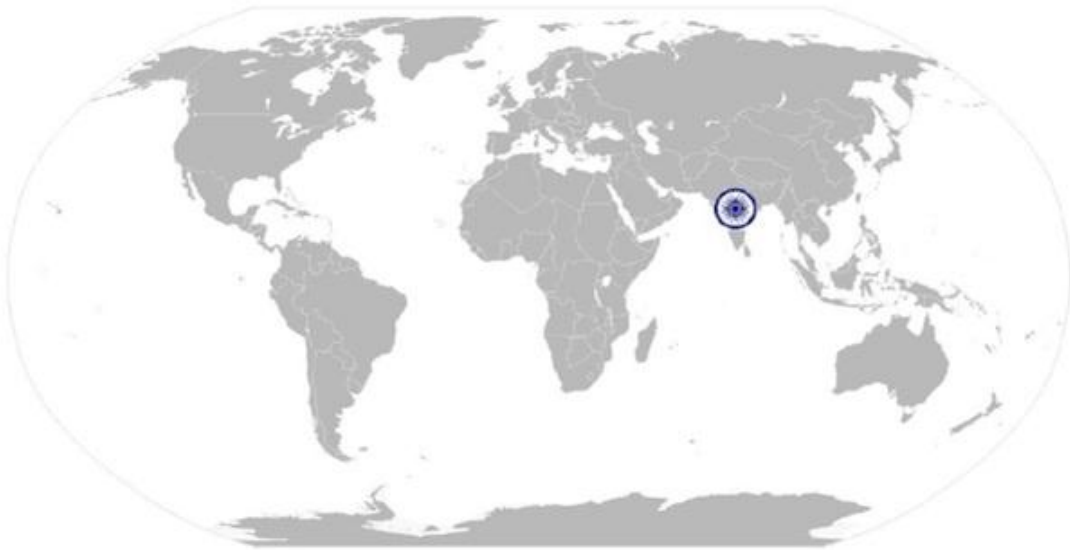
	SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
B. Professional Skills	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
	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	Finished Leather	Last reviewed on	31/03/15
Occupation	Fleshing Operator	Next review date	18/06/2015

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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Fleshing Operator - Finished Leather

Qualification Pack Code LSS/QO101

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/N0101 Carry out fleshing operations	PC1. Make sure the work area is free from hazards	100	3	0	3
	PC2. Obtain, check and confirm the data on the work ticket or job card		10	5	5
	PC3. Position self to achieve operator comfort and to minimise fatigue		10	5	5
	PC4. Ask questions to obtain more information on tasks when the instructions are unclear		4	0	4
	PC5. Agree and review agreed upon work targets with the supervisor		3	0	3
	PC6. Operate the fleshing machine in the following sequence: <ul style="list-style-type: none"> Place de-haired skin over lower roller of machine with the inner side turned upwards and smooth out wrinkles by hand Start machine to rotate machine rollers Press foot treadle of machine to 		25	10	15

	<p>bring lower roller carrying hide, against roller fitted with revolving knife blades</p> <ul style="list-style-type: none"> Adjust roller to scrape flesh particles from skin Feed half of hide through the rollers Depress the pedal to rollers and removes hide Reverse hide and repeat operation to scrape other half of hide Ensure that hide is not damaged or cut by blades when scraping Pile scraped hides 				
	PC7. Follow company reporting procedures about defective tools and machines which affect work		10	5	5
	PC8. Lubricate machine, if required, and help the mechanic to repair machines in case of breakdown		10	0	10
	PC9. Work as per legal requirements, standards and regulations, policies and procedures		3	0	3
	PC10. Report any damaged work to the responsible person		2	0	2
	PC11. Comply with written instructions		3	0	3
	PC12. Provide inputs to complete forms, records and other documentation		10	5	5
	PC13. Sort work to assist the next stage of production and minimise the risk of damage		4	0	4
	PC14. Leave work area safe and secure when work is complete		3	0	3
		Total	100	30	70
2. LSS/N0102 Contribute to achieving product quality in fleshing operations	PC1. Check and confirm instructions given, assess if materials received are fit for fleshing operation		2	0	2
	PC2. Conduct all necessary settings and preparation for machine operation in accordance with specifications and workplace standard procedures to meet the quality standards	50	7	5	2
	PC3. Feed hides into the machine in the appropriate manner and in accordance with health and safety practices and workplace procedures		6	5	1

	PC4. Check quality visually on a continuous basis to ensure standard is maintained		7	5	2
	PC5. Ensure the quality of the product meets specification during production		6	5	1
	PC6. Maintain the continuity of production with minimum interruptions and downtime		1	0	1
	PC7. Ensure that excess flesh and fatty tissue from under the pelt is removed completely		6	5	1
	PC8. Maintain the required productivity and quality levels		6	5	1
	PC9. Identify causes of faults and take action to rectify the same to maintain product quality		1	0	1
	PC10. Follow reporting procedures where the cause of faults cannot be identified		6	5	1
	PC11. Pass the processed hides with support of the assistant operator for next process		1	0	1
	PC12. Leave work area safe and secure when work is complete		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		3	0	3
	PC2. Use correct lifting and handling procedures		2	0	2
	PC3. Use materials to minimize waste		2	0	2
	PC4. Prepare and organize work		6	5	1
	PC5. Maintain a clean and hazard free working area		3	0	3
	PC6. Deal with work interruptions		1	0	1
	PC7. Move around the workplace with care	50	1	0	1
	PC8. Maintain tools and equipment		2	0	2
	PC9. Carry out running maintenance within agreed schedules		1	0	1
	PC10. Carry out maintenance and/or cleaning outside responsibility		2	0	2
	PC11. Report unsafe equipment and other dangerous occurrences		6	5	1
	PC12. Ensure that the correct machine guards are in place		1	0	1
	PC13. Work in a comfortable position with		1	0	1

	the correct posture				
	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		2	0	2
	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		6	5	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		2	0	2
	PC21. Ensure safe and correct handling of materials, equipment and tools		2	0	2
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	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	25	6	5	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		1	0	1
	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		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		5.5	5	0.5

	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		1	0	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		1	0	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		0.5	0	0.5
	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		0.5	0	0.5
		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		8	5	3
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel	25	6	5	1
	PC3. Apply and follow these policies and procedures within the work practices		4	0	4
	PC4. Provide support to the supervisor and team members in enforcing these considerations		4	0	4
	PC5. Identify and report any possible deviation to these requirements		3	0	3
		Total	25	10	15