

QUALIFICATION PACK – OCCUPATIONAL STANDARD FOR LEATHER SECTOR

What are Occupational Standards(OS)?

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

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Introduction

Qualification Pack - Helper- Dry Operations

SECTOR: LEATHER

SUB SECTOR: Finished Leather

OCCUPATION: Dry Operations (Assistance)

REFERENCE ID: LSS/Q0902

ALIGNED TO: NCO-2004/NIL

A Helper in the dry operation of the finished leather (also sometimes known as the Assistant Operator) is an important job-role associated with the sector to assist in various processes and add value in leather production.

Brief Job Description: The primary role of a Helper in the dry operations processes at a tannery is to provide assistance in various processes of preparing finished leather such as in buffing, shaving, staking, toggling etc. An operator performs these functions and an Helper assists the operator and passes the completed work onto the next stage in production. He/she must have in depth knowledge and understanding of the process of production, health and safety standards and quality parameters.

Personal Attributes: A Helper should be willing to learn new roles and responsibilities within the factory. The individual should be passionate about crafting intricate products maintaining very high quality. He/ She should be able to pick up new methods and process and be willing to learn and work with new people.

Qualifications Pack Code	LSS/Q0902		
Job Role	Helper- Dry Operations		
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	Dry Operations (Assistance)	Next review date	31/03/17
NSQC Clearance on	18/06/2015		

Job Role	Helper- Dry Operations
Role Description	To provide assistance in various processes of preparing finished leather such as in buffing, shaving, staking, toggling etc. An operator performs these functions and a Helper assists the operator and passes the completed work onto the next stage in production.
NSQF level	2
Minimum Educational Qualifications*	Class V
Maximum Educational Qualifications*	N/A
Training (Suggested but not mandatory)	N/A
Minimum Job Entry Age	18 years
Experience	N/A
Applicable National Occupational Standards (NOS)	Compulsory <ol style="list-style-type: none"> 1. LSS/N0903 Assist in dry operations in finished leather 2. LSS/N0902 Support to achieving product quality in dry 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.

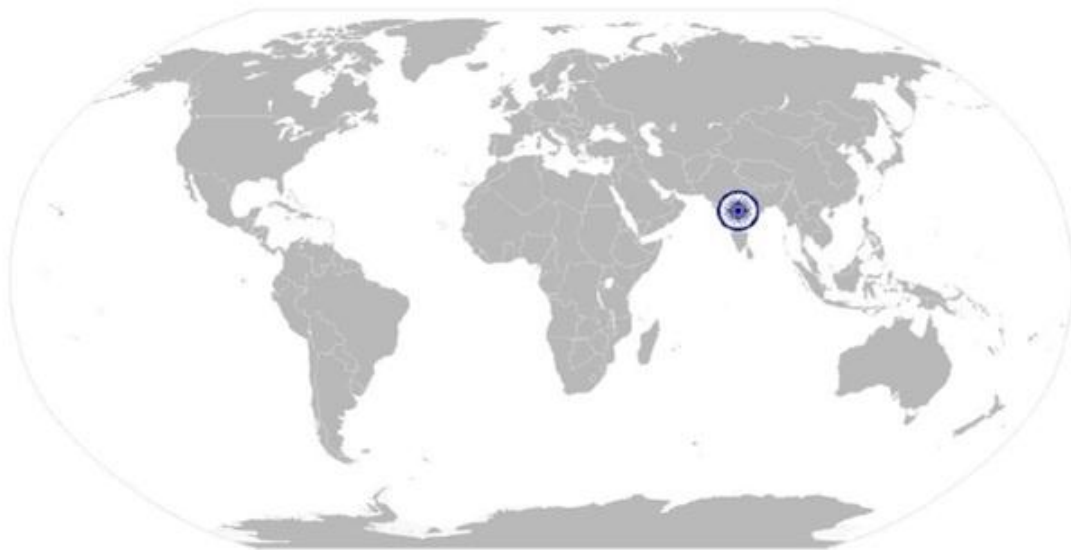
Acronyms

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

LSS/N0903

Assist in dry operations in finished leather

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to check equipment and materials related to dry operations in finished leather.

National Occupational Standards

LSS/N0903

Assist in dry operations in finished leather

National Occupational Standard

Unit Code	LSS/N0903
Unit Title (Task)	Assist in dry operations in finished leather
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to check equipment and materials related to dry operations in finished leather.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Prepare for mechanical operations in finished leather • Provide assistance in buffing operations • Provide assistance In shaving operations • Provide assistance in staking and toggling operations
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Prepare for mechanical operations in finished leather	<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. Assist in processing the material by carrying out a mechanical operations</p> <p>PC3. Follow the instructions given on the work ticket or job card in line with the responsibilities of your job role</p> <p>PC4. Handle and transport material, including hides, skins, leather, in the most effective manner and in the correct sequence</p> <p>PC5. Compare to match the materials used with the specification in terms of colour matching within a product / between a pair of products, where applicable</p> <p>PC6. Handle the material in order to avoid contaminating and damaging the material during the process</p> <p>PC7. Report any damaged work to the supervisor/ quality controller</p> <p>PC8. Sort and place work to assist with the next stage of production and minimise the risk of damage</p> <p>PC9. Leave work area safe and secure when work is complete</p> <p>PC10. Ask for help and information from your colleagues, supervisor when necessary, in a polite manner</p> <p>PC11. Anticipate and respond to requests for assistance from colleagues willingly and politely</p>
Provide assistance in buffing operations	<p>PC12. Assist in setting up of machine</p> <p>PC13. Check that the materials to be used are free from faults</p> <p>PC14. Process component parts to the quality standard required</p> <p>PC15. Report any damaged work to the responsible person</p> <p>PC16. Help producing the required batch of components to match the job card and the company's production targets</p> <p>PC17. Sort and place work to assist the next stage of production and minimise the risk of damage</p> <p>PC18. Repeat process as per requirement mentioned in job card</p> <p>PC19. Leave work area safe and secure when work is complete</p>
Provide assistance	PC20. Follow the instructions and special instructions on the work ticket

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Assist in dry operations in finished leather

In shaving operations	<p>PC21. Use the correct tools and equipment</p> <p>PC22. Check and report faults in the materials</p> <p>PC23. Assist in processing component parts</p> <p>PC24. Feed the leather side into the machine</p> <p>PC25. Receive the leather side from the machine</p> <p>PC26. Measure and check the thickness of shaved leather to make sure that the thickness is uniform and as per specification</p> <p>PC27. Report any damaged work to the responsible person</p> <p>PC28. Sort and place work to assist the next stage of production and minimise the risk of damage</p> <p>PC29. Leave work area safe and secure when work is complete</p>
Provide assistance in staking and toggling operations	<p>PC30. Follow the instructions and special instructions on the work ticket</p> <p>PC31. Use the correct tools and equipment</p> <p>PC32. Check that the materials to be used are free from faults</p> <p>PC33. Report faults in the materials</p> <p>PC34. Report any damaged work to the responsible person</p> <p>PC35. Feed the hide/skin into the machine</p> <p>PC36. Check the thickness of the leather piece being fed in</p> <p>PC37. Perform the operation as per the operating procedure</p> <p>PC38. Arrange and pass completed work onto the next stage in production</p> <p>PC39. Unhook, sort and place work to assist the next stage of production and minimise the risk of damage</p> <p>PC40. 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 organisation's rules, codes, guidelines and standards</p> <p>KA2. Responsibilities under health, safety and environmental regulations</p> <p>KA3. The main types and characteristics of hides, skins or leather produced by the company</p> <p>KA4. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA5. Procedures with regard to material re-usage and disposal</p> <p>KA6. Method to handle tools and equipment safely and the health and safety implications of not doing so</p> <p>KA7. Responsibilities and line of reporting within the work area</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The main types and characteristics of hides, skins or leather produced</p> <p>KB2. The purpose of each operation in the production process</p> <p>KB3. The sections of the work ticket relevant to the work required</p> <p>KB4. The ways by which material can be contaminated or damaged during processing and the effects on quality</p> <p>KB5. Procedures with regard to material re-usage and disposal</p> <p>KB6. Styles of finished leather currently being produced</p> <p>KB7. Method of interpreting product specifications</p> <p>KB8. Feeding details of the buffing machine</p>

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Assist in dry operations in finished leather

	<p>KB9. Methods to minimize wastage</p> <p>KB10. Identification of tools and equipments needed for the operation</p> <p>KB11. Method to handle hides and materials and avoid making them unusable</p> <p>KB12. Thickness of leather piece for different articles</p> <p>KB13. Number of pieces that can be shaved by one blade</p> <p>KB14. The purpose of the main operations involved in completing the production process</p> <p>KB15. Feeding details for the shaving machine</p> <p>KB16. Application of dye solution</p> <p>KB17. Horsing up period</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Write in English/ local language as applicable
	SA2. Fill up activity logs/work sheet in the prescribed format of the company as applicable
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	SA3. Read English/ local language as applicable
	SA4. Read and understand manuals, health and safety instructions, memos, job cards etc
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA5. Listen actively
	SA6. Communicate effectively with operators, supervisors, managers, etc
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Analyse different sequence of the process and provide for appropriate assistance
	SB2. Assess the material and apply appropriate lifting and handling procedures
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	SB3. Confirm the instructions and seek clarifications to ensure accuracy of requirements
	SB4. Evaluate the requirements of the process and prepare for the work area
	SB5. Plan and organize cleaning of tools, equipment and machineries
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB6. Adhere to each of the process guidelines of the dry operations
B. Professional Skills	SB7. Anticipate and provide assistance in dry operations as and when required
	Problem Solving
B. Professional Skills	The user/ individual on the job needs to know and understand how to:

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Assist in dry operations in finished leather

	SB8. Report in incase of deviations from the process
	SB9. Anticipate and notify if there is any shortage in materials required for each of the dry processes
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB10. Observe mechanical processing vigilantly and report any deviations
	SB11. Evaluate the material before sorting and placing
	SB12. Identify equipment maintenance requirements and perform the maintenance procedures
	Critical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB13. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently



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Assist in dry operations in finished leather

NOS Version Control

NOS Code	LSS/N0903		
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	Dry Operations (Assistance)	Next review date	18/06/2015

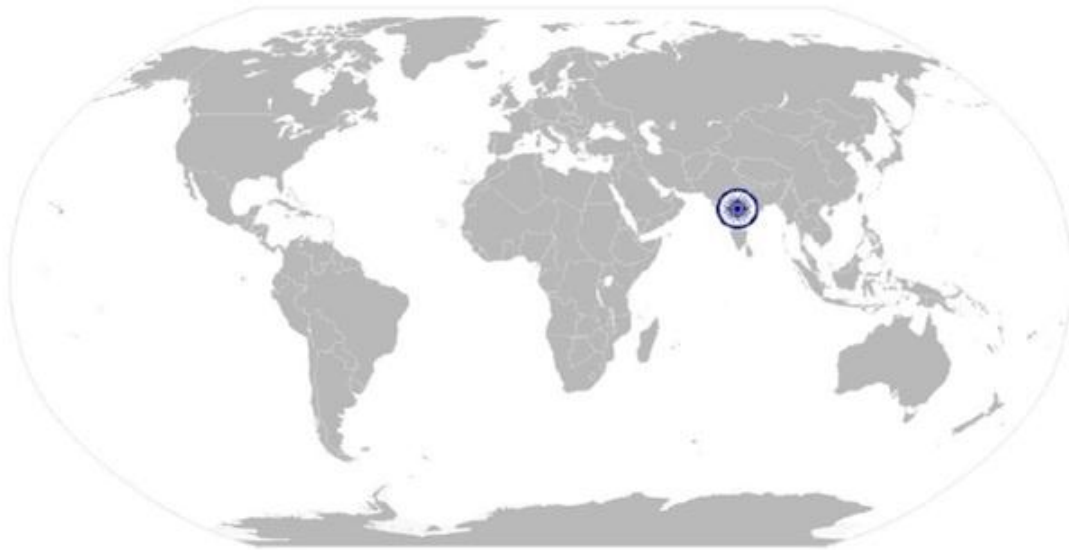
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LSS/N0902

Support to achieving product quality in dry 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 mechanical operation related activities to ensure products meet specifications.

LSS/N0902

Support to achieving product quality in dry operations

Unit Code	LSS/N0902
Unit Title (Task)	Support to achieving product quality in dry operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking mechanical operation related activities to ensure products meet specifications.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Achieving the product quality
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Achieving the product quality	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Set up and test equipment to meet quality standard</p> <p>PC2. Ensure the quality of the product meets specification during production</p> <p>PC3. Maintain the required productivity and quality levels</p> <p>PC4. Carry out quality checks at agreed intervals and in the approved way</p> <p>PC5. Apply the allowed tolerances</p> <p>PC6. Report and replace faulty materials and component parts which do not meet specification</p> <p>PC7. Identify process problems that effect product quality and report them promptly to appropriate people</p> <p>PC8. Maintain the continuity of production with minimum interruptions and downtime</p> <p>PC9. Identify faults and irregularities in equipment and machinery and take action within the limits of your responsibility</p> <p>PC10. Identify faults in finished products and trace their causes</p> <p>PC11. Follow reporting procedures</p> <p>PC12. Maintain records and documentation</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Types of problems with quality and methods to report them to appropriate people</p> <p>KA2. Consequences of not rectifying problems</p> <p>KA3. Methods to present any ideas for improvement to line manager</p> <p>KA4. Safe working practices and organisational procedures</p> <p>KA5. Limits of your own responsibility</p> <p>KA6. Ways of resolving with problems within the work area</p> <p>KA7. The importance of effective communication with colleagues</p> <p>KA8. The lines of communication, authority and reporting procedures</p> <p>KA9. The organisation's rules, codes and guidelines (including timekeeping)</p> <p>KA10. The companies quality standards</p> <p>KA11. The types of records kept, methods to complete the record and the importance of keeping them accurate</p> <p>KA12. The importance of complying with written instructions</p> <p>KA13. Equipment operating procedures / manufacturer's instructions</p>

LSS/N0902

Support to achieving product quality in dry operations

	KA14. Statutory responsibilities under Health, Safety and Environmental legislation and regulations
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The different types of faults likely to be found</p> <p>KB2. The different techniques and methods used to detect faults</p> <p>KB3. The inspection methods that can be used</p> <p>KB4. Importance of product checks</p> <p>KB5. The acceptable solutions for particular faults</p> <p>KB6. The consequences of not rectifying problems</p> <p>KB7. The types of adjustments suitable for specific types of faults</p> <p>KB8. Manufacturer's instructions</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write in English/ local language as applicable</p> <p>SA2. Fill up activity logs/work sheet in the prescribed format of the company as applicable</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. Read English/ local language as applicable</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, job cards etc.</p>
	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Listen actively</p> <p>SA6. Communicate effectively with operators, supervisors, managers, etc</p>
B. Professional Skills	Decision Making
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Analyse different sequence of the process and provide for appropriate assistance</p> <p>SB2. Assess the material and apply appropriate lifting and handling procedures</p>
	Plan and Organize
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Confirm the instructions and seek clarifications to ensure accuracy of requirements</p> <p>SB4. Evaluate the requirements of the process and prepare for the work area</p> <p>SB5. Plan and organize cleaning of tools, equipment and machineries</p>
	Customer Centricity
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB6. Adhere to each of the process guidelines of the dry operations</p> <p>SB7. Anticipate and provide assistance in dry operations as and when required</p>
	Problem Solving
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB8. Report in incase of deviations from the process</p>

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Support to achieving product quality in dry operations

	SB9. Anticipate and notify the if there is any shortage in materials required for each of the dry processes
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB10. Observe mechanical processing vigilantly and report any deviations
	SB11. Evaluate the material before sorting and placing
	SB12. Identify equipment maintenance requirements and perform the maintenance procedures
	Critical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB13. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently



LSS/N0902 **Support to achieving product quality in dry operations**

NOS Version Control

NOS Code	LSS/N0902		
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	Dry Operations (Assistance)	Next review date	18/06/2015

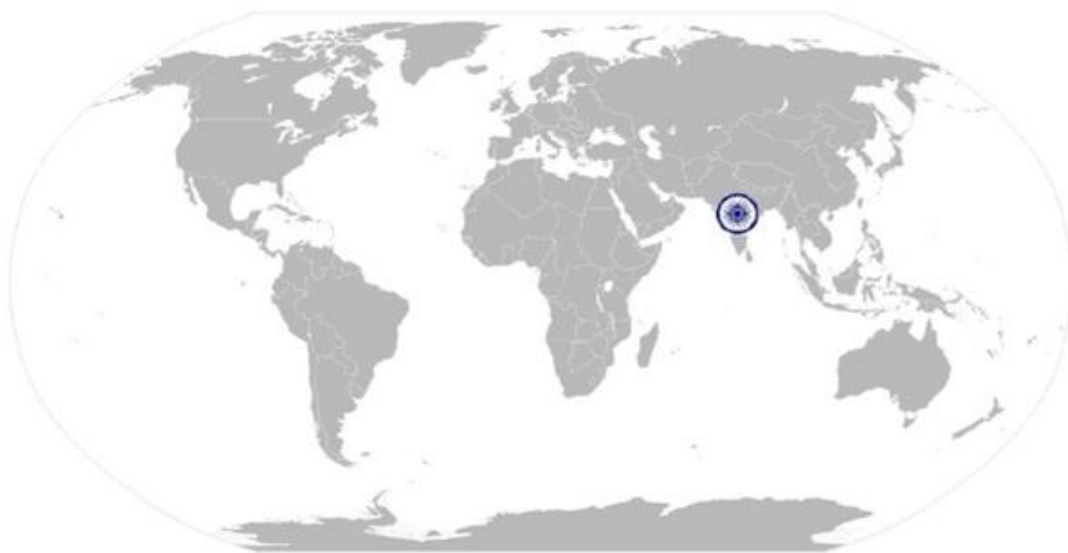
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LSS/N8501

Maintain the work area, tools and machines

National Occupational Standard



Overview

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

LSS/N8501
Maintain the work area, tools and machines
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	This unit/task covers the following: <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
Maintain the work area, tools and machines	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Handle materials, machinery, equipment and tools safely and correctly PC2. Use correct lifting and handling procedures PC3. Use materials to minimize waste PC4. Prepare and organize work PC5. Maintain a clean and hazard free working area PC6. Deal with work interruptions PC7. Move around the workplace with care PC8. Maintain tools and equipment PC9. Carry out running maintenance within agreed schedules PC10. Carry out maintenance and/or cleaning outside responsibility PC11. Report unsafe equipment and other dangerous occurrences PC12. Ensure that the correct machine guards are in place PC13. Work in a comfortable position with the correct posture PC14. Use cleaning equipment and methods appropriate for the work to be carried out PC15. Dispose of waste safely in the designated location PC16. Store cleaning equipment safely after use PC17. Complete and store accurate records and documentation PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working PC19. Give inputs and assist in completing documentation PC20. Report the need for maintenance and/or cleaning outside your area of responsibility PC21. Ensure safe and correct handling of materials, equipment and tools PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Personal hygiene and duty of care KA2. Safe working practices and organizational procedures KA3. Limits of one's own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. The lines of communication, authority and reporting procedures

LSS/N8501

Maintain the work area, tools and machines

	<p>KA7. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA8. The companies quality standards</p> <p>KA9. The types of records kept, how are they completed and the importance of keeping them accurate</p> <p>KA10. The importance of complying with written instructions</p> <p>KA11. Equipment operating procedures / manufacturer's instructions</p> <p>KA12. Statutory responsibilities under Health, Safety and Environmental legislation and regulations</p> <p>KA13. The quality standards and processes followed by the organization relevant to your role</p> <p>KA14. Documentation required for reporting</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications and instructions</p> <p>KB3. Relation between work role and the overall manufacturing process</p> <p>KB4. The importance of good time keeping and attendance</p> <p>KB5. The importance of minimized production costs</p> <p>KB6. The importance of taking action when problems are identified</p> <p>KB7. Different ways of minimizing waste</p> <p>KB8. The importance of running maintenance and regular cleaning</p> <p>KB9. Effects of contamination on products i.e. Machine oil, dirt</p> <p>KB10. Common faults with equipment and the method to rectify</p> <p>KB11. Maintenance procedures and manufacturer's instructions</p> <p>KB12. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB13. Different types of cleaning equipment and substances and their use</p> <p>KB14. Safe working practices for cleaning and the method of carrying them out</p> <p>KB15. The production process and the specific work activities that relate to the whole process</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards,</p> <p>SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p>
	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA4. Speak and communicate effectively to peers and supervisors</p> <p>SA5. Give clear instructions to co-workers, subordinates others</p> <p>SA6. Use correct technical term while interacting with supervisor</p>

LSS/N8501

Maintain the work area, tools and machines

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

LSS/N8501

Maintain the work area, tools and machines

NOS Version Control

NOS Code	LSS/N8501		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
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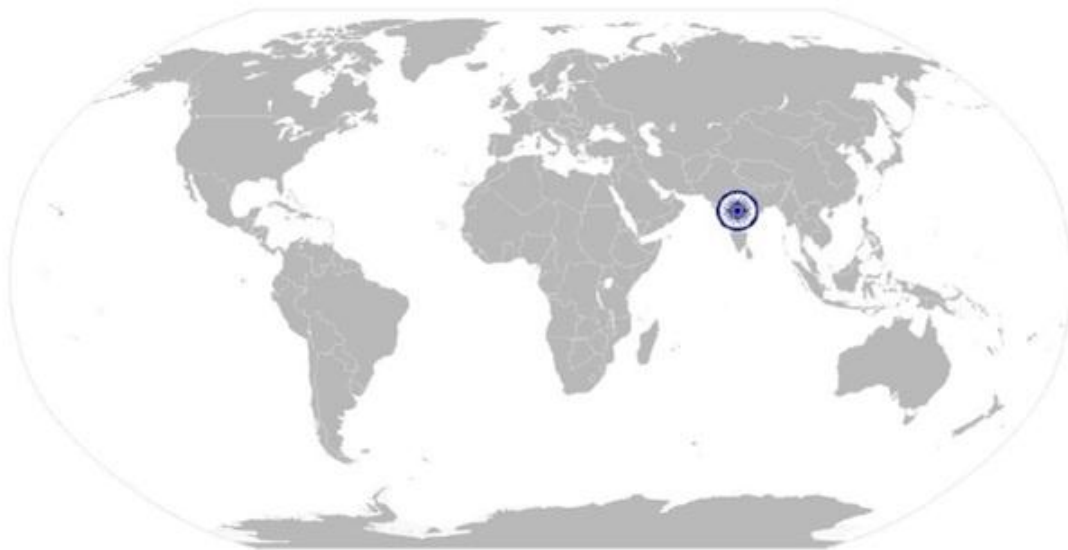
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LSS/N8601

Maintain health, safety and security at workplace

National Occupational Standard



Overview

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

LSS/N8601

Maintain health, safety and security at workplace

National Occupational Standard

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

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company / organization and its processes)	<p>KA3. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to minimize these</p> <p>KA5. Environmental management system related procedures at the workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Document and report any health and safety related incidents/ accidents
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
	SA2. Read and comprehend manuals of operations
B. Professional Skills	SA3. Read all organizational and equipment related health and safety manuals and documents
	SA4. Read instructions, guidelines/procedures/rules related to the worksite and machine operations
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA5. Give clear instructions to co-workers, subordinates and other personnel
	SA6. Use correct technical terms while interacting with supervisor
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Make an appropriate timely decision in responding to emergencies/accidents in line with organizational
	SB2. Evaluate and use correct PPE and other safety gear while at the workplace
B. Professional Skills	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB3. Work with supervisors/ team mates to carry out work related tasks
B. Professional Skills	SB4. Plan work according to the required schedule

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



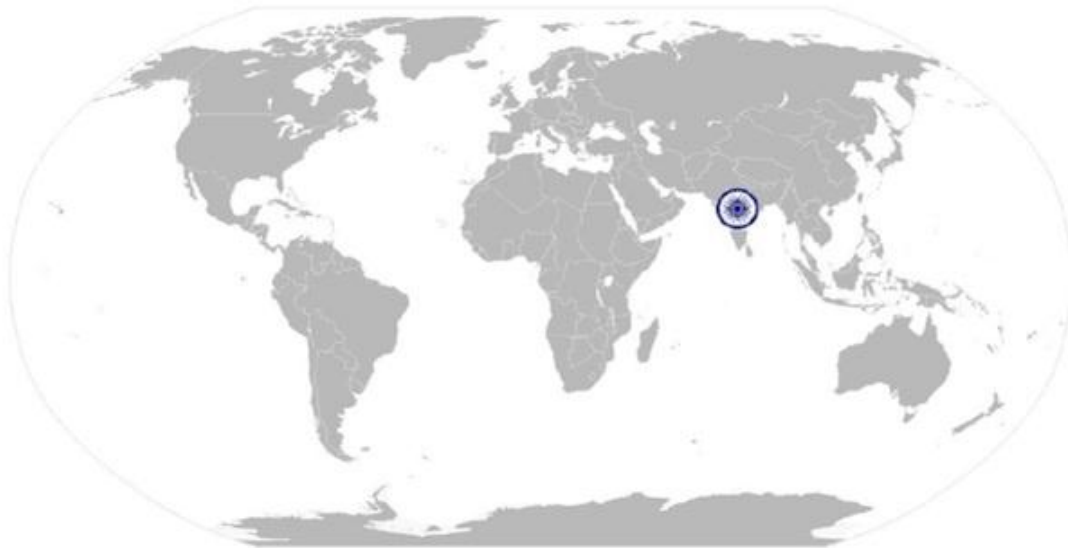
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NOS Version Control

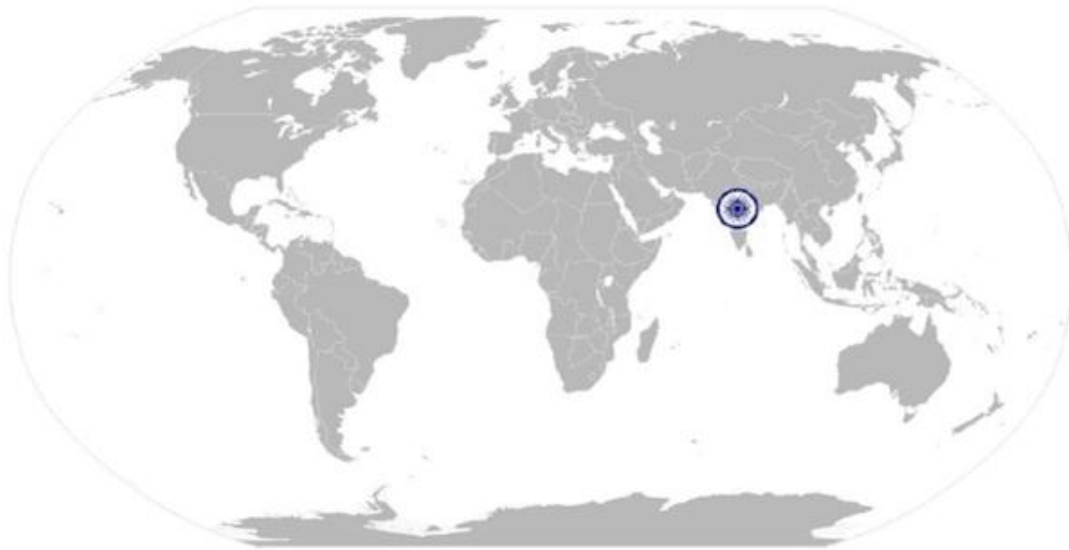
NOS Code	LSS/N8601		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Dry Operations (Assistance)	Next review date	18/06/2015

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LSS/N8701 Comply with industry, regulatory and organizational requirements

National Occupational Standard



Overview

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

LSS/N8701 Comply with industry, regulatory and organizational requirements

National Occupational Standard

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

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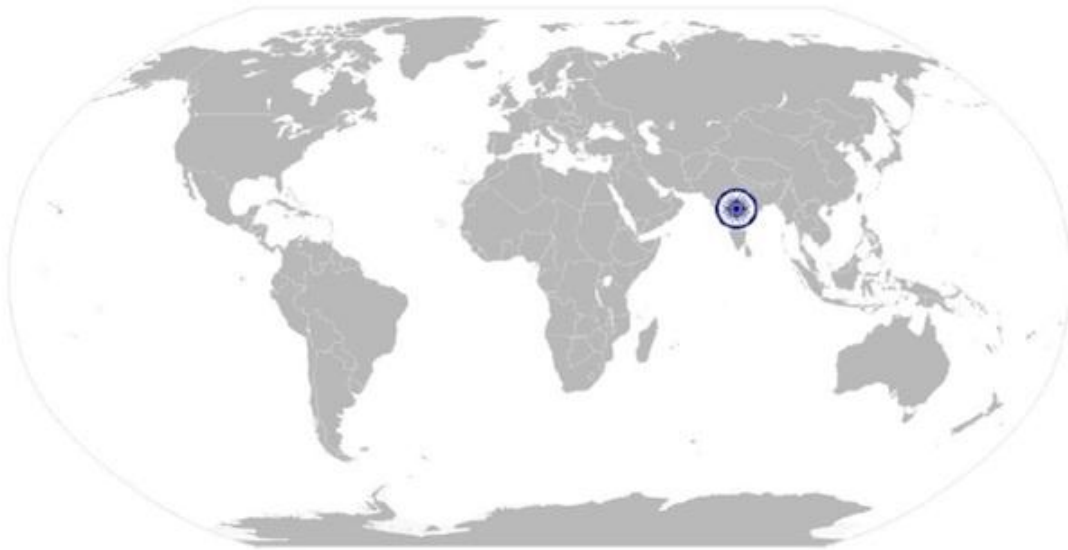
	the machine and operating manuals, job cards, visual cards, etc
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to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

LSS/N8701 Comply with industry, regulatory and organizational requirements

NOS Version Control

NOS Code	LSS/N8701		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Dry Operations (Assistance)	Next review date	18/06/2015

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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Helper – Dry Operations (Finished Leather)

Qualification Pack Code LSS/Q0902

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	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
1. LSS/N0903 Assist in dry operations in finished leather	PC1. Make sure the work area is free from hazards	100	3	0	3
	PC2. Assist in processing the material by carrying out a mechanical operations		2	0	2
	PC3. Follow the instructions given on the work ticket or job card in line with the responsibilities of your job role		1	0	1
	PC4. Handle and transport material, including hides, skins, leather, in the most effective manner and in the correct sequence		6	5	1
	PC5. Compare to match the materials used with the specification in terms of colour matching within a product / between a pair of products, where applicable		6	5	1
	PC6. Handle the material in order to avoid contaminating and damaging the material during the process		2	0	2

	PC7. Report any damaged work to the supervisor/ quality controller		3	0	3
	PC8. Sort and place work to assist with the next stage of production and minimise the risk of damage		2	0	2
	PC9. Leave work area safe and secure when work is complete		12	10	2
	PC10. Ask for help and information from your colleagues, supervisor when necessary, in a polite manner		2	0	2
	PC11. Anticipate and respond to requests for assistance from colleagues willingly and politely		1	0	1
	PC12. Assist in setting up of machine		5	0	5
	PC13. Check that the materials to be used are free from faults		2	0	2
	PC14. Process component parts to the quality standard required		1	0	1
	PC15. Report any damaged work to the responsible person		1	0	1
	PC16. Help producing the required batch of components to match the job card and the company's production targets		1	0	1
	PC17. Sort and place work to assist the next stage of production and minimise the risk of damage		3	0	3
	PC18. Repeat process as per requirement mentioned in job card		3	0	3
	PC19. Leave work area safe and secure when work is complete		5	0	5
	PC20. Follow the instructions and special instructions on the work ticket		3	0	3
	PC21. Use the correct tools and equipment		2	0	2
	PC22. Check and report faults in the materials		2	0	2
	PC23. Assist in processing component parts		2	0	2
	PC24. Feed the leather side into the machine		1	0	1
	PC25. Receive the leather side from the machine		1	0	1
	PC26. Measure and check the thickness of shaved leather to make sure that the thickness is uniform and as per specification		1	0	1
	PC27. Report any damaged work to the responsible person		1	0	1
	PC28. Sort and place work to assist the next stage of production and minimise the risk of damage		1	0	1

	PC29. Leave work area safe and secure when work is complete		1	0	1
	PC30. Follow the instructions and special instructions on the work ticket		1	0	1
	PC31. Use the correct tools and equipment		1	0	1
	PC32. Check that the materials to be used are free from faults		1	0	1
	PC33. Report faults in the materials		1	0	1
	PC34. Report any damaged work to the responsible person		1		1
	PC35. Feed the hide/skin into the machine		1	0	1
	PC36. Check the thickness of the leather piece being fed in		1	0	1
	PC37. Perform the operation as per the operating procedure		6	5	1
	PC38. Arrange and pass completed work onto the next stage in production		7	5	2
	PC39. Unhook, sort and place work to assist the next stage of production and minimise the risk of damage		2	0	2
	PC40. Leave work area safe and secure when work is complete		2	0	2
		Total	100	30	70
2. LSS/N0902 Support to achieving product quality in dry operations	PC1. Set up and test equipment to meet quality standard	50	1	0	1
	PC2. Ensure the quality of the product meets specification during production		6	5	1
	PC3. Maintain the required productivity and quality levels		11	10	1
	PC4. Carry out quality checks at agreed intervals and in the approved way		1	0	1
	PC5. Apply the allowed tolerances		1	0	1
	PC6. Report and replace faulty materials and component parts which do not meet specification		11	10	1
	PC7. Identify process problems that effect product quality and report them promptly to appropriate people		2	0	2
	PC8. Maintain the continuity of production with minimum interruptions and downtime		1	0	1

	PC9. Identify faults and irregularities in equipment and machinery and take action within the limits of your responsibility		1	0	1
	PC10. Identify faults in finished products and trace their causes		1	0	1
	PC11. Follow reporting procedures		2	0	2
	PC12. Maintain records and documentation		12	10	2
		Total	50	35	15
3. 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		1	0	1
	PC3. Use materials to minimize waste		1	0	1
	PC4. Prepare and organize work		2	0	2
	PC5. Maintain a clean and hazard free working area		1	0	1
	PC6. Deal with work interruptions		2	0	2
	PC7. Move around the workplace with care		3	0	3
	PC8. Maintain tools and equipment		5	0	5
	PC9. Carry out running maintenance within agreed schedules		6	5	1
	PC10. Carry out maintenance and/or cleaning outside responsibility		2	0	2
	PC11. Report unsafe equipment and other dangerous occurrences		2	0	2
	PC12. Ensure that the correct machine guards are in place		3	0	3
	PC13. Work in a comfortable position with the correct posture		5	3	2
	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	1	1
	PC16. Store cleaning equipment safely after use		1	0	1
	PC17. Complete and store accurate records and documentation		2	1	1
	PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working		2	1	1
	PC19. Give inputs and assist in completing documentation		2	1	1
	PC20. Report the need for maintenance and/or cleaning outside your area of responsibility		2	1	1

	PC21. Ensure safe and correct handling of materials, equipment and tools		2	1	1
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		2	1	1
		Total	50	15	35
4. LSS/N8601 Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	25	0.5	0	0.5
	PC2. Use and maintain personal protective equipment as per protocol		0.5	0	0.5
	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		0.5	0	0.5
	PC5. Follow environment management system related procedures		5.5	5	0.5
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		0.5	0	0.5
	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		1	0	1
	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		1	0	1
	PC12. Monitor the workplace and work processes for potential risks and threats		1	0	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		1	0	1
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		1	0	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		1	0	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		1	0	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		1	0	1

	PC18. Follow organization procedures for shutdown and evacuation when required		6	5	1
		Total	25	10	15
5. LSS/N8701 Comply with industry, regulatory and organizational requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	25	8	5	3
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		0	0	2
	PC3. Apply and follow these policies and procedures within the work practices		3	0	3
	PC4. Provide support to the supervisor and team members in enforcing these considerations		2	0	2
	PC5. Identify and report any possible deviation to these requirements		10	5	5
		Total	23	10	15