

## QUALIFICATION PACK – OCCUPATIONAL STANDARD FOR LEATHER SECTOR

### What are Occupational Standards(OS)?

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

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### Introduction

#### Qualification Pack - Helper–Finishing Operations

**SECTOR:** LEATHER

**SUB SECTOR:** Finished Leather

**OCCUPATION:** Finishing (Assistance)

**REFERENCE ID:** LSS/Q0804

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

Finishing Operation is the final stage in creating Finished Leather where the objective is to enhance the appearance of the leather and provide the performance characteristics expected of the finished leather. Being a labour intensive task, it involves a significant contribution on the part of the helper.

**Brief Job Description:** The primary role of the Helper - Finishing Operations (Finished Leather) is to provide support in various finishing processes in a tannery such as brushing, spraying, coating etc. He/she assists the operator and passes the completed work onto the next stage in production. This position gives the helpers an opportunity to learn more about the operations and work with/ learn from operators.

**Personal Attributes:** A helper should display interest in the tasks involved and should have good health to be able to perform labourious work. He should be able to listen and follow instructions provided, completing the work allotted on time as per the required quality standards.

<b>Qualifications Pack Code</b>	<b>LSS/Q0804</b>		
<b>Job Role</b>	<b>Helper-Finishing Operations</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Leather</b>	<b>Drafted on</b>	<b>25/07/13</b>
<b>Sub-sector</b>	<b>Finished Leather</b>	<b>Last reviewed on</b>	<b>31/03/15</b>
<b>Occupation</b>	<b>Finishing (Assistance)</b>	<b>Next review date</b>	<b>31/03/17</b>
<b>NSQC Clearance on</b>	<b>18/06/2015</b>		

<b>Job Role</b>	<b>Helper-Finishing Operations</b>
<b>Role Description</b>	The primary role of the Helper - Finishing Operations is to provide support in various finishing processes in a tannery such as brushing, spraying, coating etc. He/she assists the operator and passes the completed work onto the next stage in production. This position gives the helpers an opportunity to learn more about the operations and work with/ learn from operators.
<b>NSQF level</b>	2
<b>Minimum Educational Qualifications*</b>	Class V
<b>Maximum Educational Qualifications*</b>	N/A
<b>Training</b> (Suggested but not mandatory)	N/A
<b>Minimum Job Entry Age</b>	18 years
<b>Experience</b>	N/A
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">LSS/N0812 Assist in finishing operations in finished leather</a></li> <li>2. <a href="#">LSS/N0813 Support to achieving product quality in finishing operations</a></li> <li>3. <a href="#">LSS/N8501 Maintain the work area, tools and machines</a></li> <li>4. <a href="#">LSS/N8601 Maintain health, safety and security at workplace</a></li> <li>5. <a href="#">LSS/N8701 Comply with industry, regulatory and organizational requirements</a></li> </ol> <p><b>Optional:</b> N.A.</p>
<b>Performance Criteria</b>	As described in the relevant OS units

Definition

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

**Acronyms**

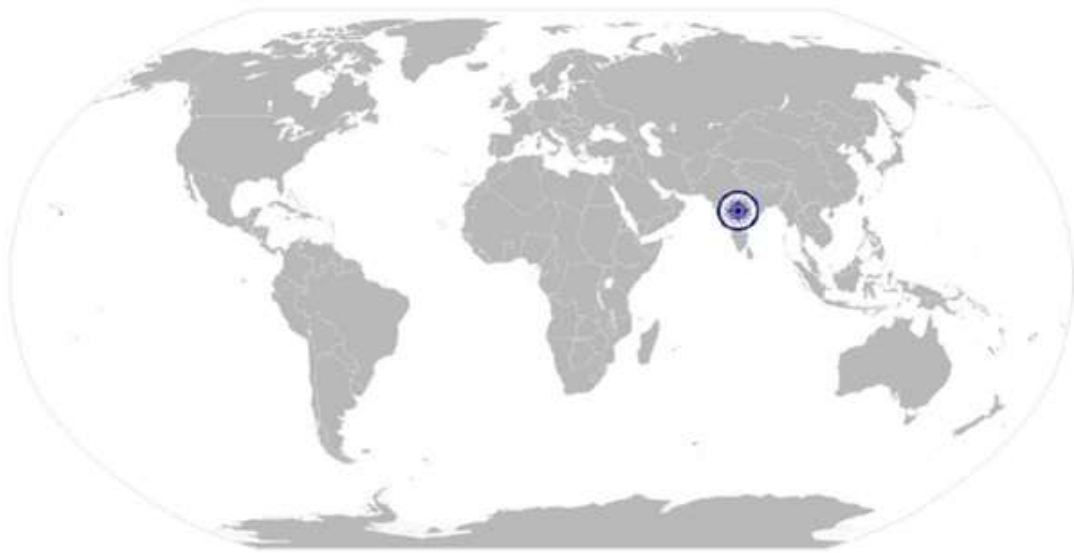
Keywords /Terms	Description
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
TBD	To Be Determined

LSS/N0812

Assist in finishing operations in finished leather

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# National Occupational Standard



## Overview

This OS unit is about assistance in various processes of finishing operations which is the final phase in the manufacturing of finished leather and entails processes right from oiling till glazing, after which the leather is ready for further use to make various leather products such as goods and garments, footwear etc.

**LSS/N0812**
**Assist in finishing operations in finished leather**

Unit Code	LSS/N0812
Unit Title (Task)	Assist in finishing operations in finished leather
Description	This OS unit is about assistance in various processes of finishing operations which is the final phase in the manufacturing of finished leather and entails processes right from oiling till glazing, after which the leather is ready for further use to make various leather products such as goods and garments, footwear etc.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Prepare for finishing operations in finished leather manufacturing</li> <li>• Provide Assistance in Fatliquoring and Softening Processes</li> <li>• Provide Assistance in Coating Process</li> <li>• Provide assistance in vacuum dry process</li> <li>• Provide assistance in Plating, Glazing and Embossing Processes</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Prepare for finishing operations in finished leather manufacturing</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure that the work area is free from hazards</p> <p>PC2. Obtain and check equipment, protective clothing and other necessary requirements for serviceability</p> <p>PC3. Assist in processing the material by carrying out mechanical operations</p> <p>PC4. Follow the correct sequence of operations</p> <p>PC5. Accurately follow the essential information contained in the work ticket</p> <p>PC6. Handle and move the material in the most effective manner and in the correct sequence</p> <p>PC7. Check that the material is free from fault and fit for processing at the next stage</p> <p>PC8. Report any damaged work to the supervisor/quality controller</p> <p>PC9. Sort and place work to assist with the next stage of production and minimize the risk of damage</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>
<b>Provide Assistance in Fat liquoring and Softening Processes</b>	<p>PC12. Assist in application of fats and oils (Fat liquoring process), flexing and rolling the crust leather under pressure for converting into finished form.</p> <p>PC13. Scrape hide with tool to expel moisture and scum left from tanning; apply grease, oil, soap or other compounds</p> <p>PC14. In case of machine operations, hand over the crust leather to the machine operator and collect and stack the same once process is completed</p> <p>PC15. Pass the completed crust leather to the next stage of production</p>

National Occupational Standards

LSS/N0812

Assist in finishing operations in finished leather

<p><b>Provide Assistance in Coating Process</b></p>	<p>PC16. Clean the work equipments and work area</p> <p>PC17. Assist in machine application processes by positioning the crust leather on bed of machine in the right manner and pull it out of the machine and stack it separately</p> <p>PC18. Assist in hand application processes by placing the crust leather over the metal grid and remove the same after the application stacking it</p> <p>PC19. Assist in machine application of finishing coats which involves:</p> <ul style="list-style-type: none"> <li>• colour mixing and matching</li> <li>• mechanical application (roller coating, curtain coating, laminating - film application)</li> <li>• applying heat or pressure (iron, embossing, plate, burnishing, polishing, glazing)</li> <li>• wool finishing (combing and polishing, clipping)</li> </ul> <p>PC20. Assist in finishing coats by hand that include</p> <ul style="list-style-type: none"> <li>• padding</li> <li>• spraying</li> <li>• brushing</li> </ul> <p>PC21. Pass the completed crust leather to the next stage of production</p> <p>PC22. Clean the equipments and work area</p>
<p><b>Provide assistance in vacuum dry process</b></p>	<p>PC23. Assist in spreading out the leather, grain down, on a smooth surface to which heat is applied.</p> <p>PC24. Help operator placing a vacuum hood over the surface, to apply vacuum in drying the leather</p> <p>PC25. Clean the equipments and work area</p>
<p><b>Provide assistance in Plating, Glazing and Embossing Processes</b></p>	<p>PC26. Assist the operator by positioning the crust leather on bed of machine for finishing processes</p> <p>PC27. Pull it from the machine table after the process and stack it as mandated</p> <p>PC28. Clean the equipments and work area</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The organisation's procedures and guidelines related to manufacturing (finishing operations)</p> <p>KA2. Responsibilities and processes for operating equipments, obtaining information on work related task etc.</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 to deal with them</p> <p>KA5. Information on personal protective equipment and safe material handling</p> <p>KA6. Work target and query/feedback mechanism with your supervisor</p> <p>KA7. Storage and assembly areas for different processes</p> <p>KA8. Contact person in case of queries on procedure or products</p> <p>KA9. Location and process for storage and disposal of waste</p>



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Assist in finishing operations in finished leather

	KA10. Importance of team work and harmonious working relationships
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Basic knowledge of the various steps involved in finishing operations and the preparatory work for each of them</p> <p>KB2. Knowledge of tools and equipment related to fatliquoring, coating, vacuum drying, plating, glazing and embossing</p> <p>KB3. The various coating techniques which include roller coating, curtain coating and spraying</p> <p>KB4. Colour mixing and matching</p> <p>KB5. Embossing of designs</p> <p>KB6. Appearance of leather after successful completion of each of the finishing operation processes</p> <p>KB7. Continuously check quality and recognize and isolate deviations from normal</p> <p>KB8. Material disposal procedure</p> <p>KB9. Awareness of equipment operating procedures</p> <p>KB10. Manufacturers' instructions</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write in English/ local language as applicable</p> <p>SA2. Fill up activity logs/work sheet in the prescribed format of the company as applicable</p>
	<b>Reading Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. Read English/ local language as applicable</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, job cards etc</p>
	<b>Oral Communication (Listening and Speaking Skills)</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Listen actively</p> <p>SA6. Communicate effectively with operators, supervisors, managers, etc</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Analyse different sequence of the process and provide for appropriate assistance</p> <p>SB2. Assess the material and apply appropriate lifting and handling procedures</p>
	<b>Plan and Organize</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Confirm the instructions and seek clarifications to ensure accuracy of requirements</p> <p>SB4. Evaluate the requirements of the process and prepare for the work area</p> <p>SB5. Plan and organize cleaning of tools, equipment and machineries</p>
	<b>Customer Centricity</b>



## National Occupational Standards

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### Assist in finishing operations in finished leather

	The user/ individual on the job needs to know and understand how to: SB6. Adhere to each of the process guidelines of the finishing operations SB7. Anticipate and provide assistance in finishing operations as and when required
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to: SB8. Report in incase of deviations from the process SB9. Anticipate and notify the if there is any shortage in materials required for each of the finishing processes
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB10. Observe mechanical processing vigilantly and report any deviations SB11. Evaluate the material before sorting and placing SB12. Identify equipment maintenance requirements and perform the maintenance procedures
	<b>Critical Thinking</b>
	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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**LSS/N0812**

**Assist in finishing operations in finished leather**

### NOS Version Control

NOS Code	LSS/N0812		
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	Finishing (Assistance)	Next review date	18/06/2015

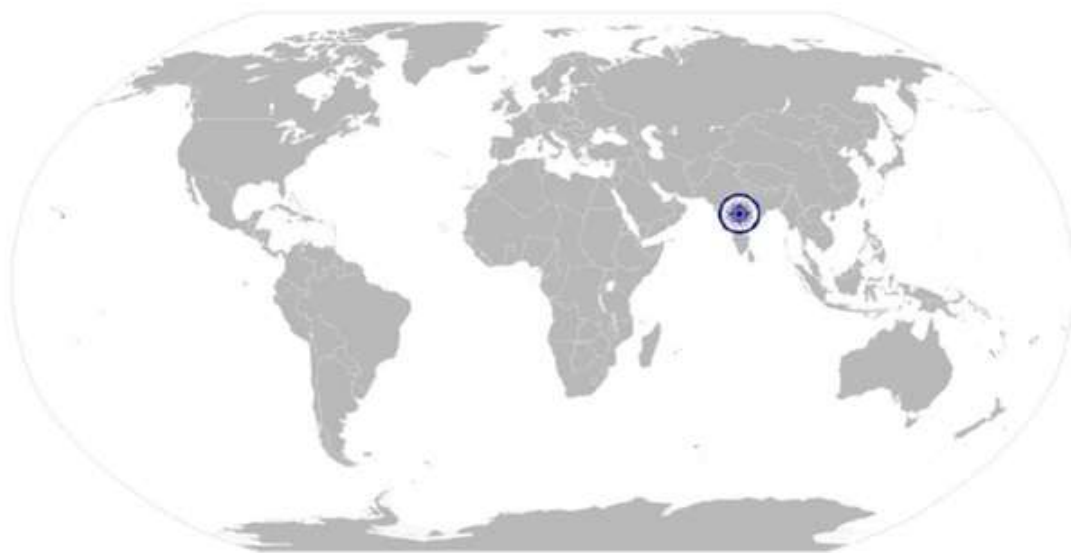
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**LSS/N0813      Support to achieving product quality in finishing operations**

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# National Occupational Standard



## Overview

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

## LSS/N0813 Support to achieving product quality in finishing operations

National Occupational Standard

Unit Code	LSS/N0813
Unit Title (Task)	Support to achieving product quality in finishing 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"> <li>Contribute to achieving the product quality</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Contribute to achieving the product quality</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Carry out lubrication of the leather as per the specifications after the fat liquoring process</p> <p>PC2. Assist in ensuring that the colour mixing and colour matching is achieved as per the specifications</p> <p>PC3. Coating/s to be applied are correctly selected or obtained and given to the operator</p> <p>PC4. Close the spray booth to minimize emission into the working environment and that the finish has been applied as per the specifications.</p> <p>PC5. Assist in doing small corrections in color and adjustments to the desired end tone</p> <p>PC6. Ensure that the leather is smooth and glossy after the ironing process</p> <p>PC7. Ensure that the desired pattern is achieved after embossing</p> <p>PC8. Assist in ensuring that each single leather side is measured at the end of the production process</p> <p>PC9. Assist in using the bally penetrometer or a maser tester for assessing the water permeability and water absorption</p> <p>PC10. Assist in assessing the leather thickness, color tone, feel and faultiness of each side</p> <p>PC11. Ensure the leathers are bound together in bundles, piled on pallets and shrink-wrapped</p> <p>PC12. Carry out quality checks at agreed intervals and in the approved way</p> <p>PC13. Recognize, isolate and report any deviations from normal</p> <p>PC14. Identify process problems that effect product quality and report them promptly to appropriate people</p> <p>PC15. Maintain the continuity of production with minimum interruptions and downtime</p> <p>PC16. Identify faults and irregularities in equipment and machinery and take action within the limits of your responsibility</p> <p>PC17. Follow reporting procedures</p> <p>PC18. Provide necessary inputs to maintain records and documentation</p>
Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (Knowledge of the	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Types of problems with quality and methods to report them to appropriate people</p>

## LSS/N0813 Support to achieving product quality in finishing operations

company / organization and its processes)	<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> <p>KA14. Statutory responsibilities under Health, Safety and Environmental legislation and regulations</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. 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>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write in English/ local language as applicable</p> <p>SA2. Fill up activity logs/work sheet in the prescribed format of the company as applicable</p>
	<b>Reading Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. Read English/ local language as applicable</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, job cards etc</p>
	<b>Oral Communication (Listening and Speaking Skills)</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Listen actively</p> <p>SA6. Communicate effectively with operators, supervisors, managers, etc</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Analyse different sequence of the process and provide for appropriate assistance</p> <p>SB2. Assess the material and apply appropriate lifting and handling procedures</p>
	<b>Plan and Organize</b>

## LSS/N0813 Support to achieving product quality in finishing operations

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

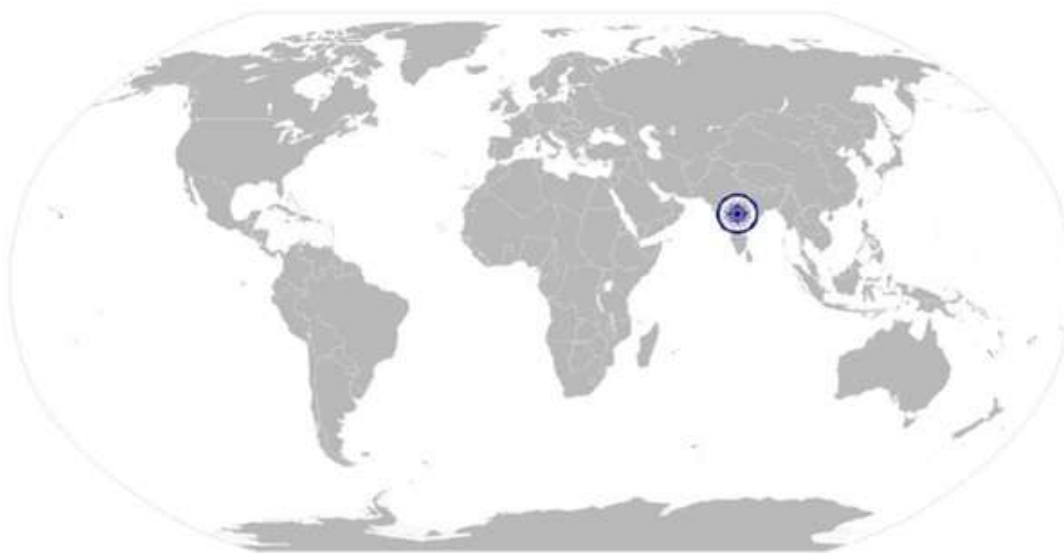


## LSS/N0813 Support to achieving product quality in finishing operations

### NOS Version Control

NOS Code	LSS/N0813		
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	Finishing (Assistance)	Next review date	18/06/2015

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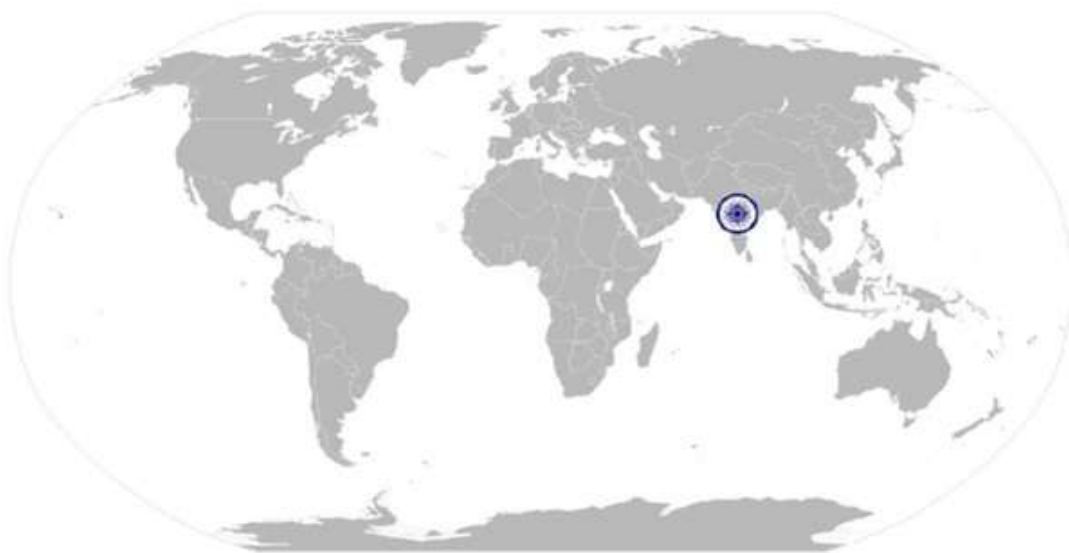


LSS/N8501

Maintain the work area, tools and machines

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# National Occupational Standard



## Overview

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

## LSS/N8501

## Maintain the work area, tools and machines

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

## LSS/N8501

## Maintain the work area, tools and machines

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

## LSS/N8501

## Maintain the work area, tools and machines

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

**LSS/N8501**

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

## NOS Version Control

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

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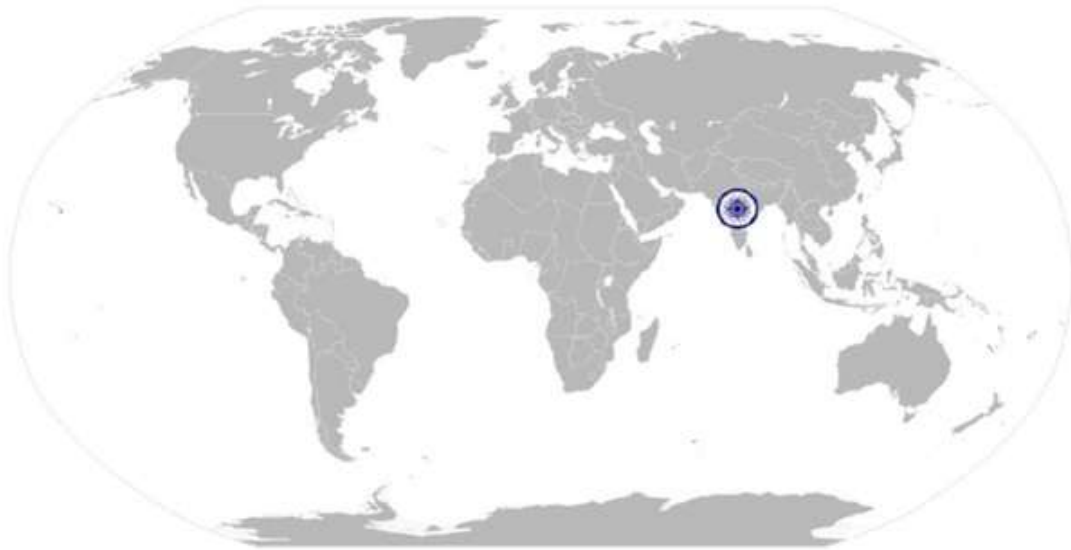


LSS/N8601

Maintain health, safety and security at workplace

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for taking responsibility for their own health, safety and security in the workplace and is about using the correct procedures to prevent, control and minimize risk to them and others in the workplace.

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

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## Maintain health, safety and security at workplace

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

## LSS/N8601

## Maintain health, safety and security at workplace

	SB2. Keep work area free from potential hazards
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to:
	SB3. Ensure and follow organizational procedures pertaining to health and safety are followed
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB4. Take appropriate actions during emergencies, accidents or fire at the workplace
	SB4. Resolve issues pertaining to malfunctions in machineries and report if required
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB5. Identify emergency situations
	SB5. Identify cause effect relationship for the emergencies
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB6. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently



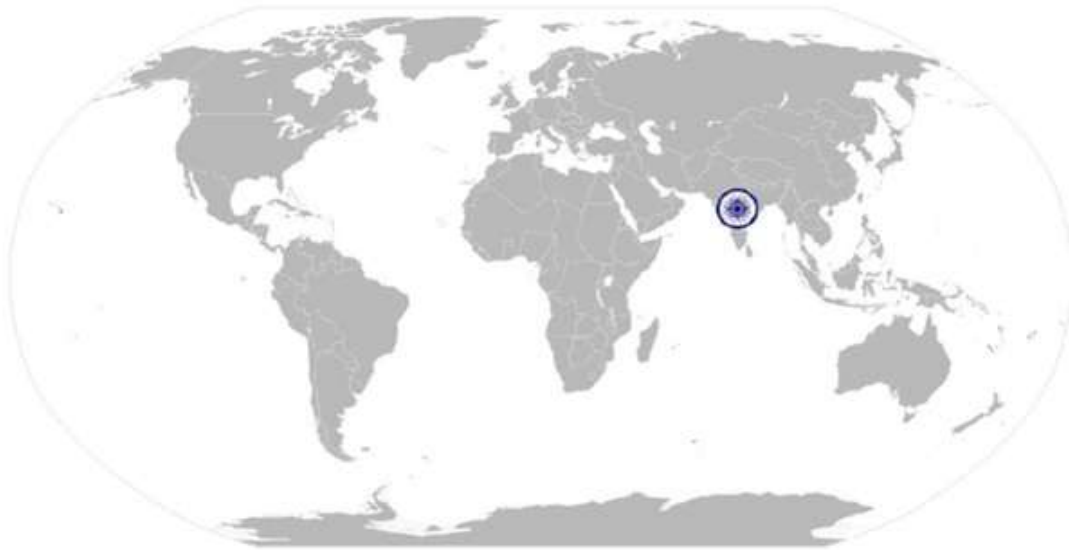
**LSS/N8601**

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

## **NOS Version Control**

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

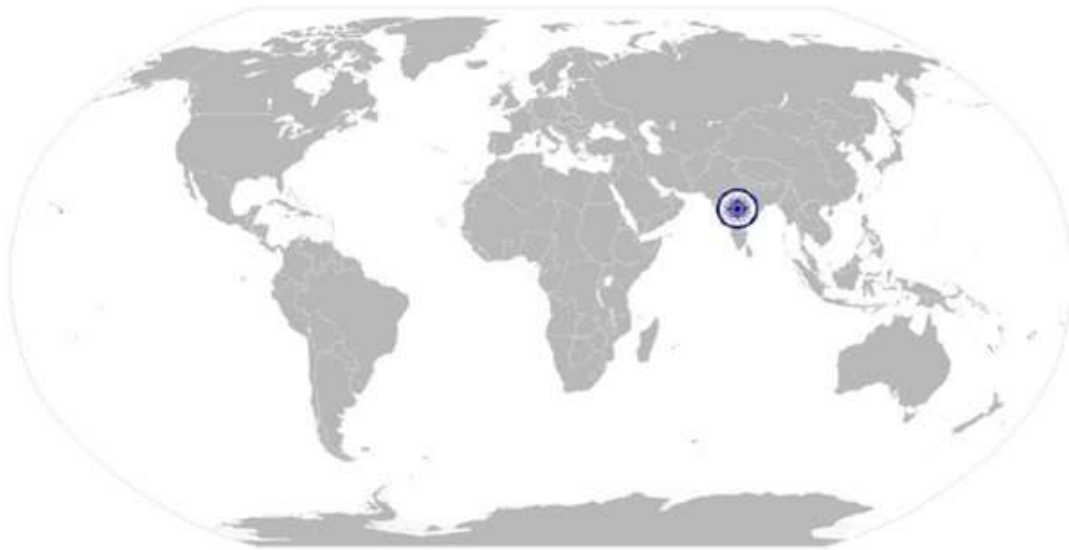
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**LSS/N8701 Comply with industry, regulatory and organizational requirements**

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# National Occupational Standard



## Overview

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



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

National Occupational Standard

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

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

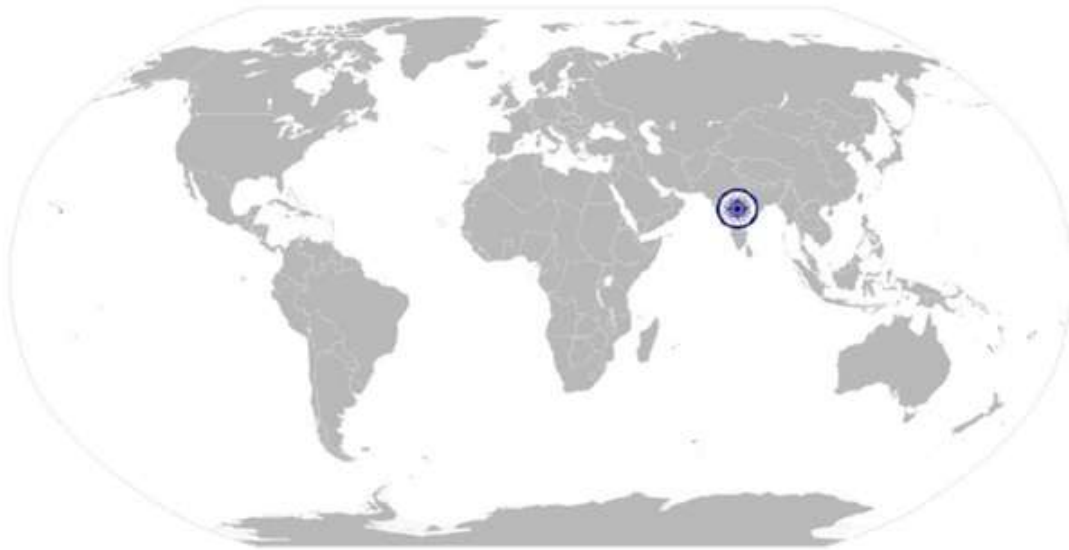
	the machine and operating manuals, job cards, visual cards, etc
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs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

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

### NOS Version Control

NOS Code	LSS/N8701		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
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Occupation	Finishing (Assistance)	Next review date	18/06/2015

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## **CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role** Helper–Finishing Operations

**Qualification Pack Code** LSS/Q0804

**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/N0812 Assist in finishing operations in finished leather	PC1. Make sure that the work area is free from hazards	<b>100</b>	3	0	3
	PC2. Obtain and check equipment, protective clothing and other necessary requirements for serviceability		2	0	2
	PC3. Assist in processing the material by carrying out mechanical operations		3	0	3
	PC4. Follow the correct sequence of operations		3	0	3
	PC5. Accurately follow the essential information contained in the work ticket		13	10	3
	PC6. Handle and move the material in the most effective manner and in the correct sequence		3	0	3
	PC7. Check that the material is free from fault and fit for processing at the next stage		3	0	3

	PC8. Report any damaged work to the supervisor/quality controller		2	0	2
	PC9. Sort and place work to assist with the next stage of production and minimize the risk of damage		12	10	2
	PC10. Ask for help and information from your colleagues, supervisor when necessary, in a polite manner		3	0	3
	PC11. Anticipate and respond to requests for assistance from colleagues willingly and politely		3	0	3
	PC12. Assist in application of fats and oils (Fat liquoring process), flexing and rolling the crust leather under pressure for converting into finished form.		2	0	2
	PC13. Scrape hide with tool to expel moisture and scum left from tanning; apply grease, oil, soap or other compounds		3	0	3
	PC14. In case of machine operations, hand over the crust leather to the machine operator and collect and stack the same once process is completed		3	0	3
	PC15. Pass the completed crust leather to the next stage of production		2	0	2
	PC16. Clean the work equipment and work area		3	0	3
	PC17. Assist in machine application processes by positioning the crust		5	0	5
	leather on bed of machine in the right manner and pull it out of the machine and stack it separately		2	0	2
	PC19. Assist in machine application of finishing coats which involves: <ul style="list-style-type: none"> <li>• colour mixing and matching</li> <li>• mechanical application (roller coating, curtain coating, laminating - film application)</li> <li>• applying heat or pressure (iron, embossing, plate, burnishing, polishing, glazing)</li> <li>• wool finishing (combing and polishing, clipping)</li> </ul>		2	0	2
	PC20. Assist in finishing coats by hand that include <ul style="list-style-type: none"> <li>• Padding</li> <li>• Spraying</li> <li>• brushing</li> </ul>		2	0	2

	PC21. Pass the completed crust leather to the next stage of production		2	0	2
	PC22. Clean the equipment and work area		2	0	2
	PC23. Assist in spreading out the leather, grain down, on a smooth surface		2	0	2
	to which heat is applied.		7	5	2
	PC24. Help operator placing a vacuum hood over the surface, to apply vacuum in drying the leather		7	5	2
	PC26. Assist the operator by positioning the crust leather on bed of machine		2	0	2
	for finishing processes		2	0	2
	PC27. Pull it from the machine table after the process and stack it as mandated		1	0	1
	PC28. Clean the equipment and work area		1	0	1
	<b>Total</b>		<b>100</b>	<b>30</b>	<b>70</b>
2. LSS/N0813 Support to achieving product quality in finished leather finishing operations	PC1. Carry out lubrication of the leather as per the specifications after the fat liquoring process		1	0	1
	PC2. Assist in ensuring that the colour mixing and colour matching is achieved as per the specifications		6	5	1
	PC3. Coating/s to be applied are correctly selected or obtained and given to the operator		10.5	10	0.5
	PC4. Close the spray booth to minimize emission into the working environment and that the finish has been applied as per the specifications.		1	0	1
	PC5. Assist in doing small corrections in color and adjustments to the		0.5	0	0.5
	desired end tone	<b>50</b>	6	5	1
	PC6. Ensure that the leather is smooth and glossy after the ironing process		1	0	1
	PC7. Ensure that the desired pattern is achieved after embossing		1	0	1
	PC8. Assist in ensuring that each single leather side is measured at the end of the production process		0.5	0	0.5
	PC9. Assist in using the bally penetrometer or a maser tester for assessing the water permeability and water absorption		0.5	0	0.5
	PC10. Assist in assessing the leather thickness, color tone, feel and faultiness of each side		1	0	1
	PC11. Ensure the leathers are bound together in bundles, piled on pallets		10.5	10	0.5
	and shrink-wrapped		1	0	1



	PC12. Carry out quality checks at agreed intervals and in the approved way		0.5	0	0.5
	PC13. Recognize, isolate and report any deviations from normal		1	0	1
	PC14. Identify process problems that effect product quality and report them promptly to appropriate people		6	5	1
	PC15. Maintain the continuity of production with minimum interruptions and downtime		0.5	0	0.5
	PC16. Identify faults and irregularities in equipment and machinery and take action within the limits of your responsibility		0.5	0	0.5
	PC17. Follow reporting procedures		0.5	0	0.5
	PC18. Provide necessary inputs to maintain records and documentation		0.5	0	0.5
<b>Total</b>			<b>50</b>	<b>35</b>	<b>15</b>
3. LSS/N8501 Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	<b>50</b>	2	0	2
	PC2. Use correct lifting and handling procedures		2	0	2
	PC3. Use materials to minimize waste		2	0	2
	PC4. Prepare and organize work		2	0	2
	PC5. Maintain a clean and hazard free working area		2	0	2
	PC6. Deal with work interruptions		2	0	2
	PC7. Move around the workplace with care		2	0	2
	PC8. Maintain tools and equipment		2	0	2
	PC9. Carry out running maintenance within agreed schedules		4	2	2
	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		2	0	2
	PC13. Work in a comfortable position with the correct posture		8	6	2
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		2	1	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		2	1	1

	make sure general comfort is there while working			
	PC19. Give inputs and assist in completing documentation		2	1
	PC20. Report the need for maintenance and/or cleaning outside your area of responsibility		2	1
	PC21. Ensure safe and correct handling of materials, equipment and tools		1	0
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		2	1
<b>Total</b>			<b>50</b>	<b>15</b>
4. LSS/N8601 Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	<b>25</b>	1	0
	PC2. Use and maintain personal protective equipment as per protocol		1	0
	PC3. Carry out own activities in line with approved guidelines and procedures		0.5	0
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		1	0
	PC5. Follow environment management system related procedures		5.5	5
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		1	0
	PC7. Report any service malfunctions that cannot be rectified		1	0
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		1	0
	PC9. Safely handle and move waste and debris		1	0
	PC10. Minimize health and safety risks to self and others due to own actions		1	0
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		0.5	0
	PC12. Monitor the workplace and work processes for potential risks and threats		1	0
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		0.5	0
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		1	0
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		0.5	0
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		1	0

	PC17. Take action based on instructions in the event of fire, emergencies or accidents		0.5	0	0.5
	PC18. Follow organization procedures for shutdown and evacuation when required		6	5	1
	<b>Total</b>		<b>25</b>	<b>10</b>	<b>15</b>
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	<b>25</b>	<b>8</b>	<b>5</b>	<b>3</b>
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		<b>3</b>	<b>0</b>	<b>3</b>
	PC3. Apply and follow these policies and procedures within the work practices		<b>3</b>	<b>0</b>	<b>3</b>
	PC4. Provide support to the supervisor and team members in enforcing these considerations		<b>3</b>	<b>0</b>	<b>3</b>
	PC5. Identify and report any possible deviation to these requirements		<b>8</b>	<b>5</b>	<b>3</b>
	<b>Total</b>		<b>25</b>	<b>10</b>	<b>15</b>