

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 - Post Tanning Machine Operator

SECTOR: LEATHER

SUB SECTOR: Finished Leather

OCCUPATION: Post Tanning Machine Operations

REFERENCE ID: LSS /Q0701

ALIGNED TO: NCO-2004/8265.40, NCO-2004/7441.42

Post Tanning Machine Operator performs staking, toggling, de-dusting and pressing are performed to convert pre-finished leather into finished leather. These operations help to provide a particular texture to leather based on client's specification

Brief Job Description: A Post Tanning Machine Operator performs the process of converting the crust leather into finished leather. These operations include softening of the crust, flattening it and finishing the surface of the prefinished leather by pressing/embossing on it.

Personal Attributes: Operator should have good hand-eye co-ordination, judgment in positioning and toggling, staking, de-dusting and pressing, motor skills and vision (including near vision, distance vision, color vision, peripheral vision), depth perception and ability to change focus. Also should have basic estimation and numerical skills.

Qualifications Pack Code	LSS /Q0701		
Job Role	Post Tanning Machine Operator		
Credits(NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Post Tanning Machine Operations	Next review date	31/03/17
NSQC Clearance on	18/06/2015		

Job Role	Post Tanning Machine Operator
Role Description	A Post Tanning Machine Operator performs the process of converting the crust leather into finished leather. These operations include softening of the crust, flattening it and finishing the surface of the prefinished leather by pressing/embossing on it. These operations contribute to the production of finished leather as per client specifications.
NSQF level	4
Minimum Educational Qualifications*	Class V
Maximum Educational Qualifications*	N /A
Training (Suggested but not mandatory)	On-the-Job-Training
Minimum Job Entry Age	18 years
Experience	Prior experience as helper in finished leather operations for a minimum of 2-3 years preferred
Applicable National Occupational Standards (NOS)	<p>Compulsory</p> <ol style="list-style-type: none"> LSS/N0701 Carry out staking operations LSS/N0702 Carry out toggling operations LSS/N0703 Carry out de-dusting operations LSS/N0704 Carry out embossing operations LSS/N0705 Contribute to achieving product quality in post tanning operations LSS/N8501 Maintain the work area, tools and machines LSS/N8601 Maintain health, safety and security at workplace LSS/N8701 Comply with industry, regulatory and organizational requirements <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant OS units

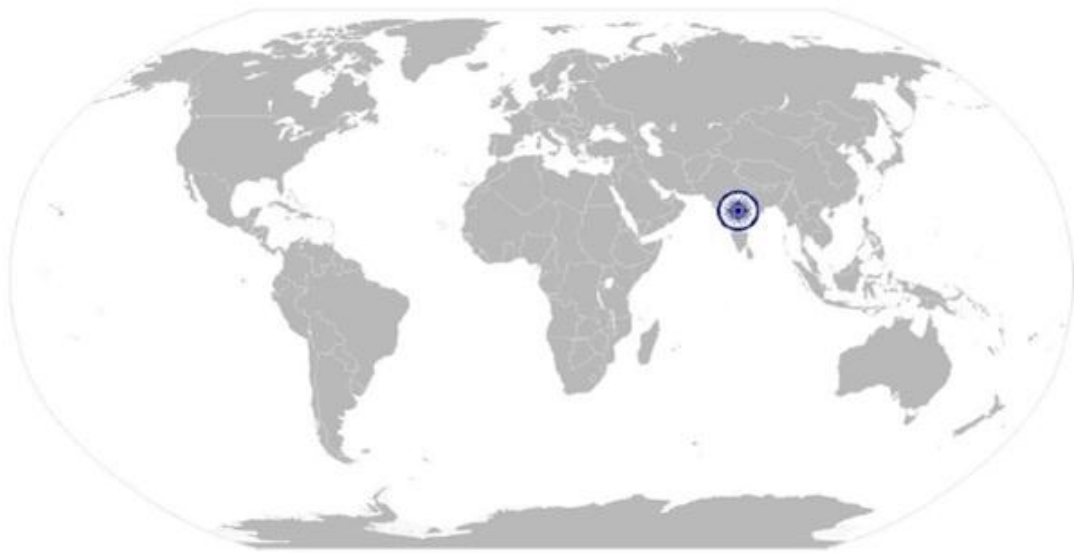
Definition

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

Acronyms

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

National Occupational Standard



Overview

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

National Occupational Standards

LSS/N0701

Carry out staking operations

National Occupational Standard

Unit Code	LSS/N0701
Unit Title (Task)	Carry out staking operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out staking operations in preparing finished leather.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Preparatory Work • Staking operations • Reporting & Documentation • Sorting & Placing
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparatory Work	To be competent, the user/individual on the job must be able to: PC1. Make sure the work area is free from hazards PC2. Obtain and check the data on the work ticket or job card PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear PC4. Select and sort the materials for the work PC5. Set the machine according to the use of the finished leather PC6. Make sure that tools are safe and clean to use on the material PC7. Ask questions to obtain more information on tasks when the instructions you have are unclear
Staking operations	PC8. In case of a vibrating staking machine, feed in the pre finished leather piece into the machine PC9. In case of hand staking machine, hold the pre finished leather piece in the machine to get the quality of the leather PC10. Repeat process and adjust the prefinished leather piece to ensure staking of full piece PC11. Pile the staked pieces to assist the next operation PC12. Stake the pre finished leather to the quality standard required PC13. Produce the required batch of components to match the job card and the company's production targets PC14. Dispose of waste materials safely and return re-useable material PC15. Minimize wastage during staking
Reporting & Documentation	PC16. Report any damaged work to the responsible person PC17. Follow company reporting procedures about defective tools and machines which affect work
Sorting & Placing	PC18. Sort and place work to assist the next stage of production and minimise the risk of damage PC19. Carry out closedown procedures on completion of work PC20. Leave work area safe and secure when work is complete
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the	The user/individual on the job needs to know and understand: KA1. Responsibilities and line of reporting within the work area KA2. Protocol to obtain more information on work related tasks

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Carry out staking operations

company / organization and its processes)	<p>KA3. Organizational policies and procedures</p> <p>KA4. Work target and review mechanism with your supervisor</p> <p>KA5. Protocol and format for reporting work related risks/ problems</p> <p>KA6. Contact person in case of queries on procedure or products</p> <p>KA7. Common hazards in the work area and procedures for dealing with them</p> <p>KA8. Procedures for handling the tools and equipment</p> <p>KA9. Procedures with regard to material re-usage and disposal</p> <p>KA10. Quality standards and the reporting procedures</p> <p>KA11. Documentation required as part of the process</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Reading, writing and understanding numbers</p> <p>KB2. Method to handle hides and materials and avoid making them unusable</p> <p>KB3. Equipment operating procedures</p> <p>KB4. Method to assess when the pre finished leather is ready for staking</p> <p>KB5. Knowledge of characteristics and appearance of staked leather</p> <p>KB6. Purpose and benefit of staking leather in the production of finished leather</p> <p>KB7. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB8. with faulty equipment</p> <p>KB9. Method of sharing domain related information with team members</p> <p>KB10. Identification of tools, equipment and settings needed for the operation</p> <p>KB11. Manufacturers' 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 appropriate technical forms, process charts, activity logs in the prescribed format of the company</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, 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>SA5. Listen actively</p> <p>SA6. Communicate effectively with 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 the defects and the procedure for dealing with it</p> <p>SB2. Take appropriate actions in terms of any deviations from the process</p>
	Plan and Organize

National Occupational Standards

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Carry out staking operations

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



National Occupational Standards

LSS/N0701

Carry out staking operations

NOS Version Control

NOS Code	LSS/N0701		
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	Post Tanning Machine Operations	Next review date	18/06/2015

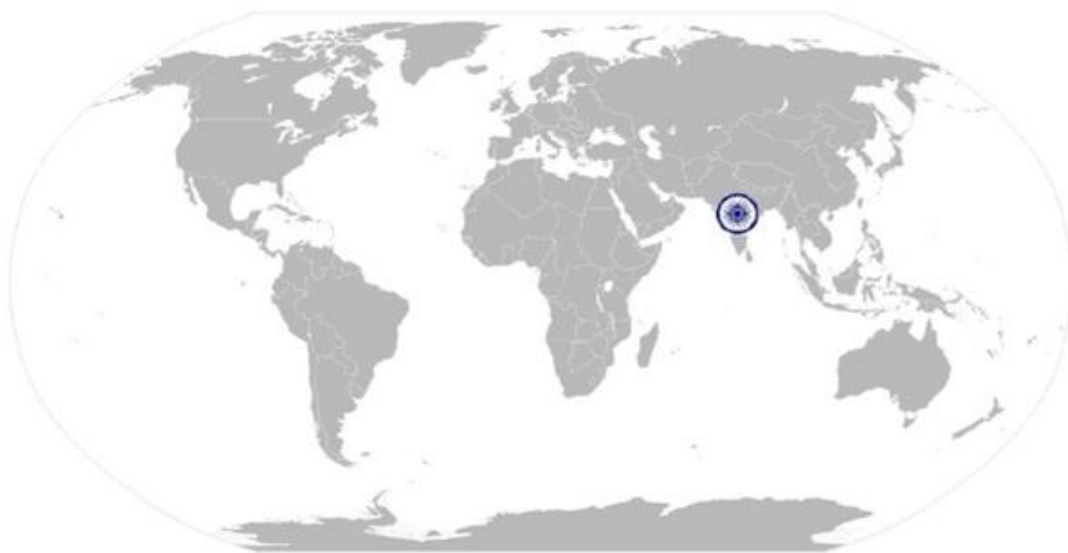
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LSS/N0702

Carry out toggling operations

National Occupational Standard



Overview

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

LSS/N0702

Carry out toggling operations

Unit Code	LSS/N0702
Unit Title (Task)	Carry out toggling operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out toggling operations in preparing finished leather.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparatory Work • Toggling operation • Reporting & Documentation • Sorting & Placing
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparatory Work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Obtain and check the data on the work ticket or job card</p> <p>PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear</p> <p>PC4. Select and sort the materials for the work</p> <p>PC5. Set the machine according to the use of the finished leather</p> <p>PC6. Make sure that tools are safe and clean to use on the material</p> <p>PC7. Ask questions to obtain more information on tasks when the instructions you have are unclear</p>
Toggling operation	<p>PC8. Ensure that the raw material has undergone staking</p> <p>PC9. Adjust temperature as per type of leather</p> <p>PC10. Adjust run time and speed as per type of leather</p> <p>PC11. Ensure that no creases are formed during toggling process</p> <p>PC12. Perform toggling as per the quality standard required</p> <p>PC13. Produce the required batch of components to match the job card and the company's production targets</p> <p>PC14. Minimize wastage during toggling</p> <p>PC15. Dispose of waste materials safely and return re-useable material</p>
Reporting & Documentation	<p>PC16. Report any damaged work to the responsible person</p> <p>PC17. Follow company reporting procedures about defective tools and machines which affect work</p>
Sorting & Placing	<p>PC18. Sort and place work to assist the next stage of production and minimise the risk of damage</p> <p>PC19. Carry out closedown procedures of the toggling machine on completion of work</p> <p>PC20. 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. Responsibilities and line of reporting within the work area</p> <p>KA2. Protocol to obtain more information on work related tasks</p> <p>KA3. Organizational policies and procedures</p> <p>KA4. Work target and review mechanism with your supervisor</p> <p>KA5. Protocol and format for reporting work related risks/ problems</p>

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Carry out toggling operations

	<p>KA6. Contact person in case of queries on procedure or products</p> <p>KA7. Common hazards in the work area and procedures for dealing with</p> <p>KA8. them</p> <p>KA9. Procedures for handling the tools and equipment</p> <p>KA10. Procedures with regard to material re-usage and disposal</p> <p>KA11. Quality standards and the reporting procedures</p> <p>KA12. Documentation required as part of the process</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Reading, writing and understanding numbers</p> <p>KB2. Method to handle hides and materials and avoid making them unusable</p> <p>KB3. Toggling machine operating procedures</p> <p>KB4. Method to assess when the pre finished/finished leather is ready for toggling</p> <p>KB5. Knowledge of characteristics and appearance of toggled leather</p> <p>KB6. Knowledge of temperature, time and speed required as per the type of leather</p> <p>KB7. Purpose and benefit of toggling leather in the production of finished leather</p> <p>KB8. Knowledge of the use of finished leather</p> <p>KB9. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB10. Method of sharing domain related information with team members</p> <p>KB11. Identification of tools, equipment and settings needed for the operation</p> <p>KB12. Manufacturers' 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 appropriate technical forms, process charts, activity logs in the prescribed format of the company</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, 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>SA5. Listen actively</p> <p>SA6. Communicate effectively with 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 the defects and the procedure for dealing with it</p> <p>SB2. Take appropriate actions in terms of any deviations from the process</p>
	Plan and Organize

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Carry out toggling operations

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



LSS/N0702

Carry out toggling operations

NOS Version Control

NOS Code	LSS/N0702		
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	Post Tanning Machine Operations	Next review date	18/06/2015

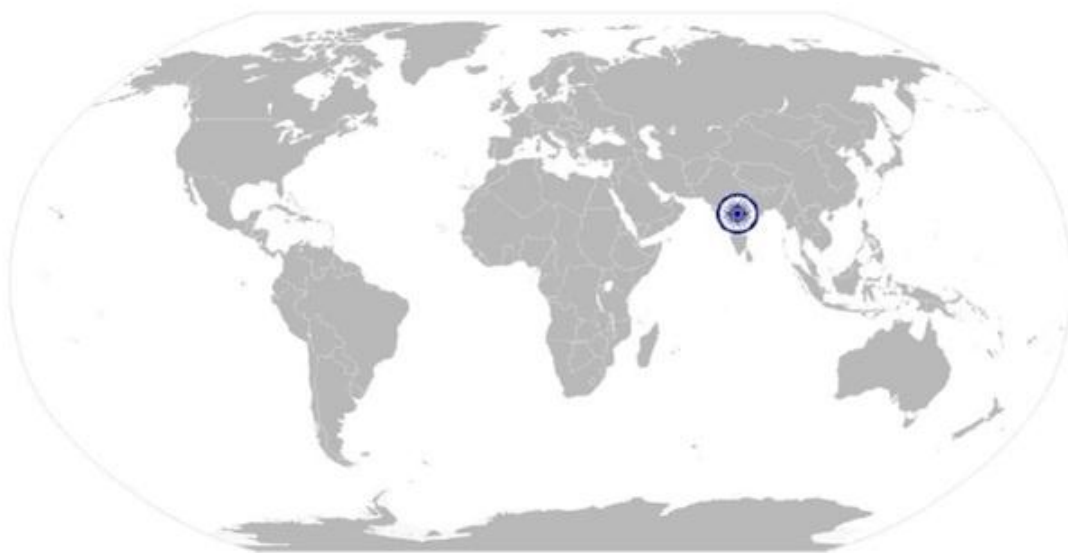
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LSS/N0703

Carry out de-dusting operations

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out de-dusting operations while preparing finished leather.

LSS/N0703

Carry out de-dusting operations

National Occupational Standard

Unit Code	LSS/N0703
Unit Title (Task)	Carry out de-dusting operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out de-dusting operations while preparing finished leather.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> De-dusting operation
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
De-dusting operation	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Confirm that the identity and quantity of the material received matches the work ticket</p> <p>PC2. Accurately follow the information contained on the work ticket</p> <p>PC3. Handle and transport material, including hides, skins, leather, in the most effective manner and in the correct sequence</p> <p>PC4. Follow the start-up sequences and operate the equipment controls</p> <p>PC5. correctly</p> <p>PC6. Complete the process to the specified standard required for the next operation</p> <p>PC7. Ask questions to obtain more information on tasks when the instructions you have are unclear</p> <p>PC8. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC9. Agree and review your agreed upon work targets with your supervisor</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. Responsibilities and line of reporting within the work area</p> <p>KA2. Protocol to obtain more information on work related tasks</p> <p>KA3. Organizational policies and procedures</p> <p>KA4. Work target and review mechanism with your supervisor</p> <p>KA5. Protocol and format for reporting work related risks/ problems</p> <p>KA6. Contact person in case of queries on procedure or products</p> <p>KA7. Common hazards in the work area and procedures to deal with them</p> <p>KA8. Procedures for handling the tools and equipment</p> <p>KA9. Procedures with regard to material re-usage and disposal</p> <p>KA10. Quality standards and the reporting procedures</p> <p>KA11. Documentation required as part of the process</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 by the company</p> <p>KB2. The purpose of de-dusting in the production process</p> <p>KB3. Capabilities of the de-dusting machine</p> <p>KB4. The appearance of de-dusted leather</p> <p>KB5. The ways by which material can be contaminated or damaged during processing and the effects on quality</p>

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Carry out de-dusting operations

	<p>KB6. Importance of essential information shared with the right authority</p> <p>KB7. The correct sequence for shutting equipment down</p> <p>KB8. Maintenance duties in terms of identifying equipment faults</p> <p>KB9. Knowledge to deal with changes to the production schedule</p> <p>KB10. The action to be taken when correct material for work is not available</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Write in English/ local language as applicable
	SA2. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	SA3. Read English/ local language as applicable
	SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA5. Listen actively
	SA6. Communicate effectively with supervisors, managers, etc
	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Analyse the defects and the procedure for dealing with it
	SB2. Take appropriate actions in terms of any deviations from the process
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB3. Plan work according to the required schedule and location
	SB4. Produce as per the specified productivity targets
	SB5. Organise the required materials sequentially
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB6. Evaluate the pre- finished leather and ensure de-dusting is as per customer standards
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB7. Review the defects and take appropriate actions
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB8. Evaluate and assess the pre finished leather for any modifications and corrections
	Critical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB9. Assess and control the quality standards of semi finished leather as per customer standards

LSS/N0703

Carry out de-dusting operations

NOS Version Control

NOS Code	LSS/N0703		
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	Post Tanning Machine Operations	Next review date	18/06/2015

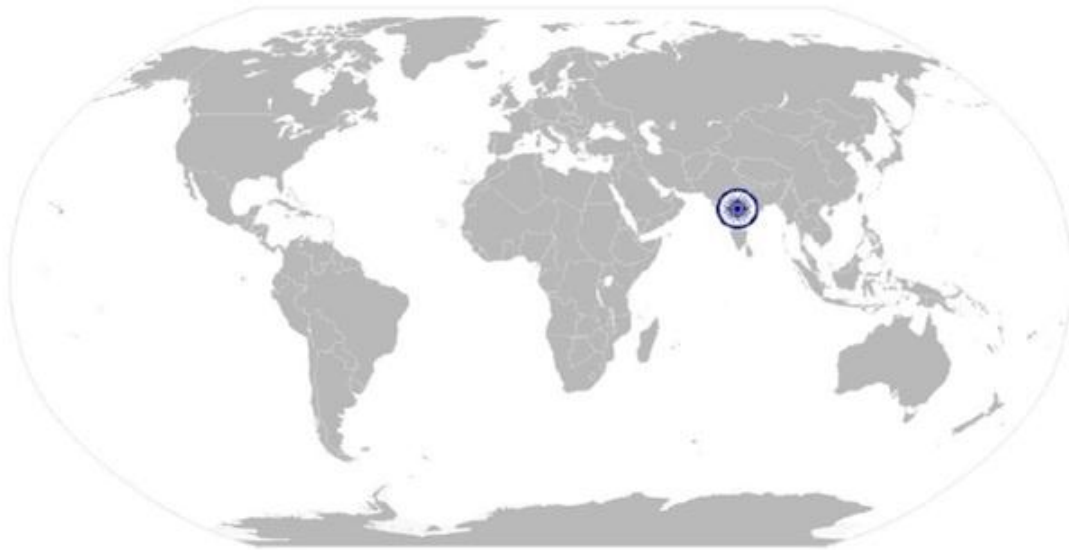
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LSS/N0704

Carry out embossing operations

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out embossing also known as pressing or printing operations while preparing finished leather.

LSS/N0704

Carry out embossing operations

National Occupational Standard

Unit Code	LSS/N0704
Unit Title (Task)	Carry out embossing operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out embossing also known as pressing or printing operations while preparing finished leather.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Embossing operation • Reporting & Documentation • Sorting & Placing
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Embossing operation	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Confirm that the identity and quantity of the material received matches the work ticket</p> <p>PC2. Accurately follow the essential information contained on the work ticket</p> <p>PC3. Handle and transport material, including hides, skins, leather, in the most effective manner and in the correct sequence</p> <p>PC4. Follow the start-up sequences and operate the equipment controls correctly</p> <p>PC5. Change the embossing plates as per requirement</p> <p>PC6. Adjust temperature of embossing plates as per requirement</p> <p>PC7. Adjust pressure of embossing plates as per requirement</p> <p>PC8. Ask questions to obtain more information on tasks when the instructions you have are unclear</p> <p>PC9. Agree and review your agreed upon work targets with your supervisor</p>
Reporting & Documentation	PC10. Report risks/ problems likely to affect services to the relevant person, promptly and accurately
Sorting & Placing	PC11. Complete the process to the specified standard required for the next operation
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. Details of the various job roles and responsibilities</p> <p>KA2. The organization's rules, guidelines and standards</p> <p>KA3. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA4. Contact person in case of queries on procedure or products</p> <p>KA5. Protocol and format for reporting work related risks/ problems</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Types and characteristics of hides, skins or leather produced</p> <p>KB2. The purpose of printing in the production process</p> <p>KB3. The sections of the work card relevant to the work required</p> <p>KB4. Equipment capabilities</p> <p>KB5. The ways by which material can be contaminated or damaged during processing and the effects on quality</p> <p>KB6. Importance of essential information being passed on to the right</p>

LSS/N0704

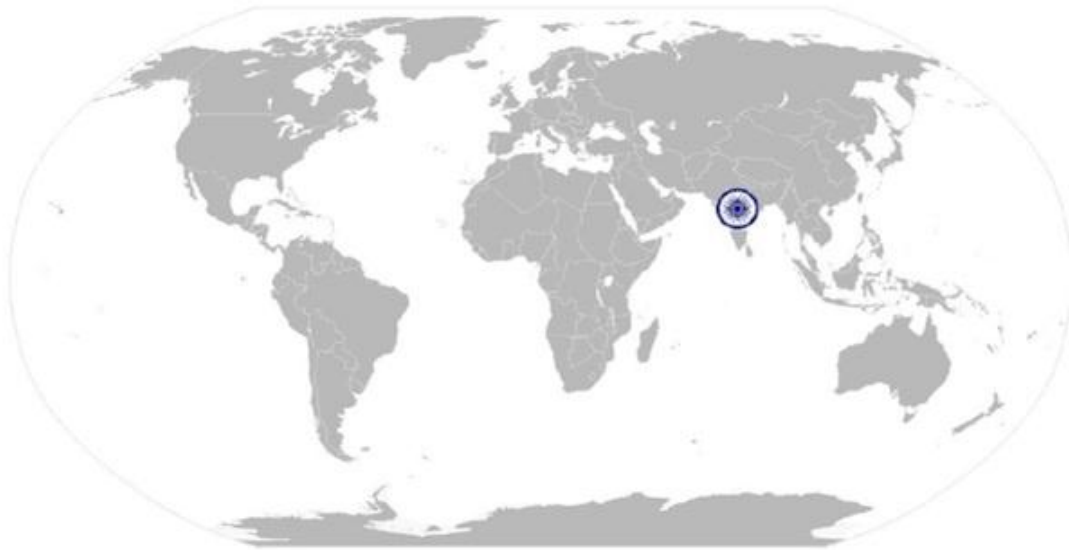
Carry out embossing operations

	<p>authority</p> <p>KB7. Methods of changing embossing plates</p> <p>KB8. Methods of adjustment of heat and pressure of embossing machine</p> <p>KB9. Appropriateness of leather required for embossing</p> <p>KB10. Knowledge of heat and pressure requirements for different patterns of plates</p> <p>KB11. The correct sequence for shutting equipment down</p> <p>KB12. Maintenance duties in terms of identifying equipment faults</p> <p>KB13. Knowledge to deal with changes to the production schedule</p> <p>KB14. The action to be taken when correct material for work is not available</p> <p>KB15. Interpretation of body language (both positive and negative)</p> <p>KB16. Sources of updates on footwear and related areas</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Write in English/ local language as applicable
	SA2. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	SA3. Read English/ local language as applicable
	SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA5. Listen actively
	SA6. Communicate effectively with supervisors, managers, etc
	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Analyse the defects and the procedure for dealing with it
	SB2. Take appropriate actions in terms of any deviations from the process
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB3. Plan work according to the required schedule and location
	SB4. Produce as per the specified productivity targets
	SB5. Organise the required materials sequentially
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB6. Evaluate the pre- finished leather and ensure embossing is as per customer standards
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB7. Review the defects and take appropriate actions
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB8. Evaluate and assess the pre finished leather for any modifications and

LSS/N0704

Carry out embossing operations

	corrections
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. Assess and control the quality standards of semi-finished leather as per customer standards



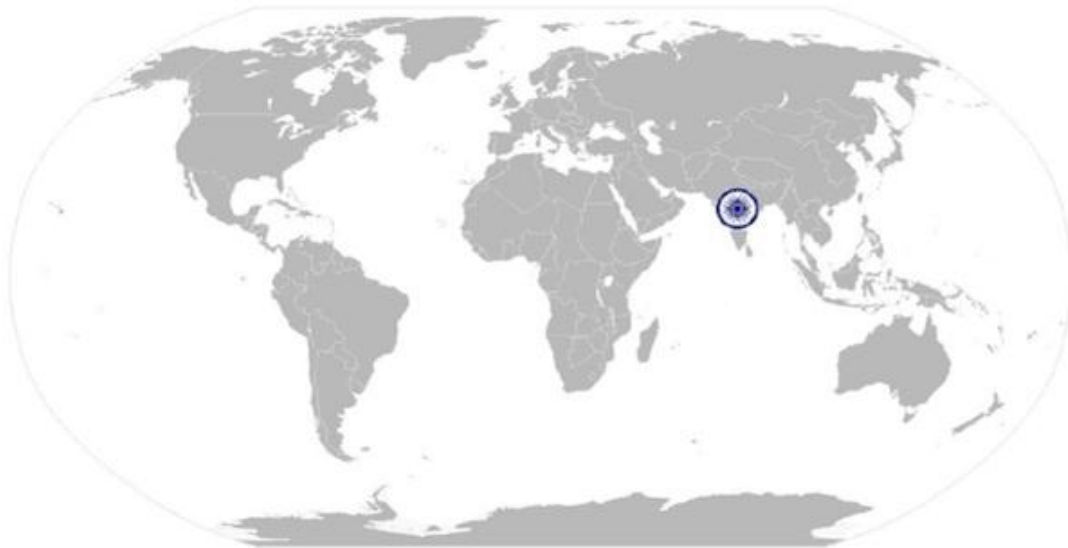
LSS/N0704

Carry out embossing operations

NOS Version Control

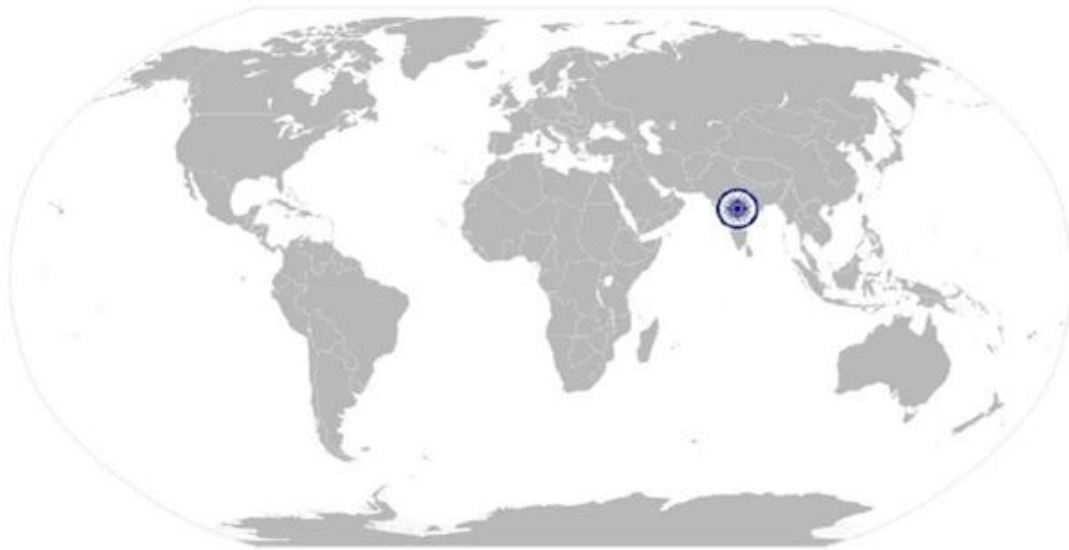
NOS Code	LSS/N0704		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Post Tanning Machine Operations	Next review date	18/06/2015

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LSS/N0705 Contribute to achieving product quality in post tanning 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 staking, toggling, dedusting, printing and related activities while producing finished leather and to ensure product meet specifications.

LSS/N0705 Contribute to achieving product quality in post tanning operations

National Occupational Standard

Unit Code	LSS/N0705
Unit Title (Task)	Contribute to achieving product quality in post tanning operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking staking, toggling, de-dusting, printing and related activities while producing finished leather an
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Inspection • Reporting & Documentation
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Inspection	To be competent, the user/individual on the job must be able to: PC1. Set up and test equipment to meet quality standard PC2. Ensure materials and component parts meet specifications PC3. Ensure the quality of finished leather meets specification during production PC4. Maintain the required productivity and quality levels PC5. Maintain the continuity of production with minimum interruptions and downtime PC6. Identify faults and irregularities in equipment and machinery and take action within the limits of your responsibility PC7. Carry out quality checks at specified intervals according to instructions PC8. Identify faults in pre finished leather and other materials and products PC9. Ensure that the entire piece is uniformly staked, toggled, de-dusted and plated PC10. Ensure that the processes of staking, toggling and plating do not cause damage to the leather piece
Reporting & Documentation	PC11. Maintain records and documentation PC12. Identify causes of faults to maintain product quality PC13. Follow reporting procedures where the cause of faults cannot be identified PC14. Identify and report potential solutions to rectify faults PC15. Report and replace faulty materials and component parts which do not meet specification PC16. Identify process problems in the quality of finished leather and report them promptly to appropriate people
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: KA1. Types of problems with quality and how to report them to appropriate people KA2. Consequences of not rectifying problems KA3. Importance of keeping accurate quality records KA4. Methods to present any ideas for improvement to line manager

LSS/N0705 Contribute to achieving product quality in post tanning operations

	<p>KA5. Safe working practices and organizational procedures</p> <p>KA6. Limits of your own responsibility</p> <p>KA7. Ways of resolving with problems within the work area</p> <p>KA8. The importance of effective communication with colleagues</p> <p>KA9. The lines of communication, authority and reporting procedures</p> <p>KA10. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA11. The company's quality standards</p> <p>KA12. The types of records kept, methods to complete the record and the importance of keeping them accurate</p> <p>KA13. The importance of complying with written instructions</p> <p>KA14. Equipment operating procedures / manufacturer's instructions</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Methods to receive work instructions and specifications and interpret them accurately</p> <p>KB2. Methods to make use of the information detailed in specifications and instructions</p> <p>KB3. The types of faults in the equipment and machinery and the action to be taken when they occur</p> <p>KB4. Process to identify materials which do not conform to requirements and how to report them to appropriate people</p> <p>KB5. Awareness of prefinished and finished leather</p> <p>KB6. The causes of lost production and material wastage</p> <p>KB7. Process to maintain the flow of production</p> <p>KB8. The importance of achieving quality and its relation to the end user / customer</p> <p>KB9. customer</p> <p>KB10. The amount of heat, pressure and other parameters to be applied to the pre finished leather to convert it into finished leather</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 appropriate technical forms, process charts, activity logs in the prescribed format of the company</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, 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>SA5. Listen actively</p> <p>SA6. Communicate effectively with 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 the defects and the procedure for dealing with it</p> <p>SB2. Take appropriate actions in terms of any deviations from the process</p>

LSS/N0705 Contribute to achieving product quality in post tanning operations

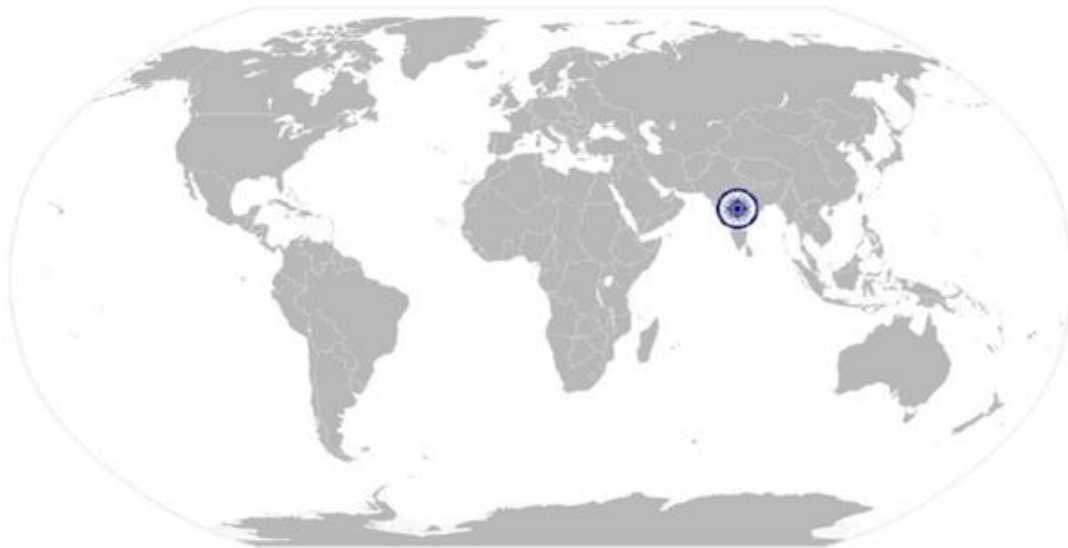
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB3. Plan work according to the required schedule and location
	SB4. Produce as per the specified productivity targets
	SB5. Organise the required materials sequentially
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB6. Evaluate the pre- finished leather and ensure post tanning operation is as per customer standards
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB7. Review the defects and take appropriate actions
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB8. Evaluate and assess the pre finished leather for any modifications and corrections
	SB9. Identify equipment maintenance requirements and perform the maintenance procedures
	Critical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB10. Assess and control the quality standards of semi finished leather as per customer standards

LSS/N0705 Contribute to achieving product quality in post tanning operations

NOS Version Control

NOS Code	LSS/N0705		
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	Post Tanning Machine Operations	Next review date	18/06/2015

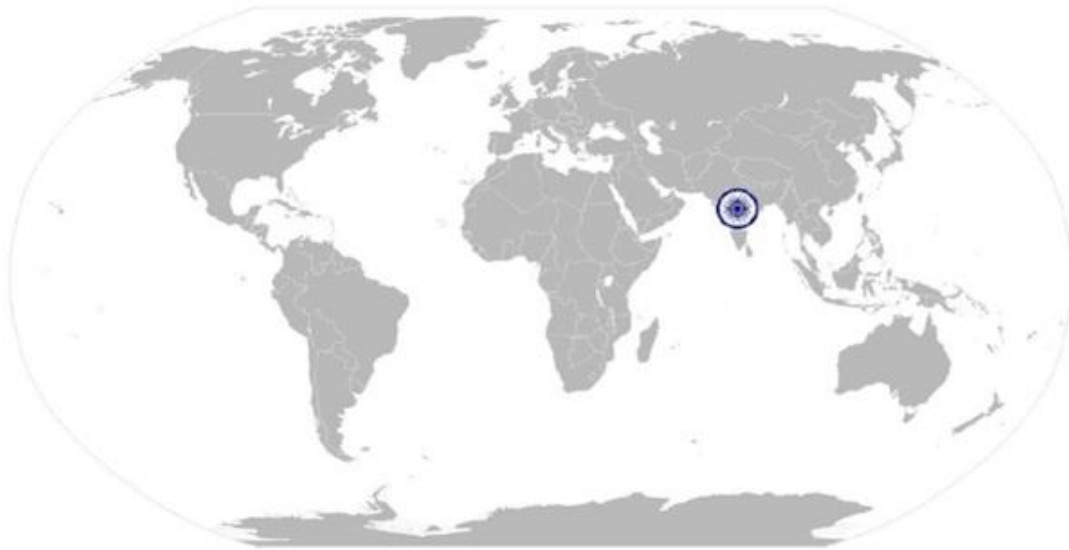
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LSS/N8501

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.

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Maintain the work area, tools and machines

National Occupational Standard

Unit Code	LSS/N8501
Unit Title (Task)	Maintain the work area, tools and machines
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Maintenance of the work area, tools and machines
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Maintenance of work area, tools and machines	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Handle materials, machinery, equipment and tools safely and correctly</p> <p>PC2. Use correct lifting and handling procedures</p> <p>PC3. Use materials to minimize waste</p> <p>PC4. Prepare and organize work</p> <p>PC5. Maintain a clean and hazard free working area</p> <p>PC6. Deal with work interruptions</p> <p>PC7. Move around the workplace with care</p> <p>PC8. Maintain tools and equipment</p> <p>PC9. Carry out running maintenance within agreed schedules</p> <p>PC10. Carry out maintenance and/or cleaning outside responsibility</p> <p>PC11. Report unsafe equipment and other dangerous occurrences</p> <p>PC12. Ensure that the correct machine guards are in place</p> <p>PC13. Work in a comfortable position with the correct posture</p> <p>PC14. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC15. Dispose of waste safely in the designated location</p> <p>PC16. Store cleaning equipment safely after use</p> <p>PC17. Complete and store accurate records and documentation</p> <p>PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working</p> <p>PC19. Give inputs and assist in completing documentation</p> <p>PC20. Report the need for maintenance and/or cleaning outside your area of responsibility</p> <p>PC21. Ensure safe and correct handling of materials, equipment and tools</p> <p>PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration</p>
C. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organizational procedures</p> <p>KA3. Limits of one's own responsibility</p> <p>KA4. Ways of resolving with problems within the work area</p> <p>KA5. The production process and the specific work activities that relate to the whole process</p> <p>KA6. The lines of communication, authority and reporting procedures</p>

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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>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organizational procedures</p> <p>KA3. Limits of your own responsibility</p> <p>KA4. Ways of resolving with problems within the work area</p> <p>KA5. The production process and the specific work activities that relate to the whole process</p> <p>KA6. The importance of effective communication with colleagues</p> <p>KA7. The lines of communication, authority and reporting procedures</p> <p>KA8. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. The companies quality standards</p> <p>KA10. The types of records kept, how are they completed and the importance of keeping them accurate</p> <p>KA11. The importance of complying with written instructions</p> <p>KA12. Equipment operating procedures / manufacturer's instructions</p> <p>KA13. Statutory responsibilities under Health, Safety and Environmental legislation and regulations</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB13. Work instructions and specifications and interpret them accurately</p> <p>KB14. Method to make use of the information detailed in specifications and instructions</p> <p>KB15. Relation between work role and the overall manufacturing process</p> <p>KB16. The importance of good time keeping and attendance</p> <p>KB17. The importance of minimized production costs</p> <p>KB18. The importance of taking action when problems are identified</p> <p>KB19. Different ways of minimizing waste</p> <p>KB20. The importance of running maintenance and regular cleaning</p> <p>KB21. Effects of contamination on products i.e. Machine oil, dirt</p> <p>KB22. Common faults with equipment and the method to rectify</p> <p>KB23. Maintenance procedures and manufacturer's instructions</p> <p>KB24. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB25. Different types of cleaning equipment and substances and their use</p> <p>KB26. Safe working practices for cleaning and the method of carrying them</p>

LSS/N8501

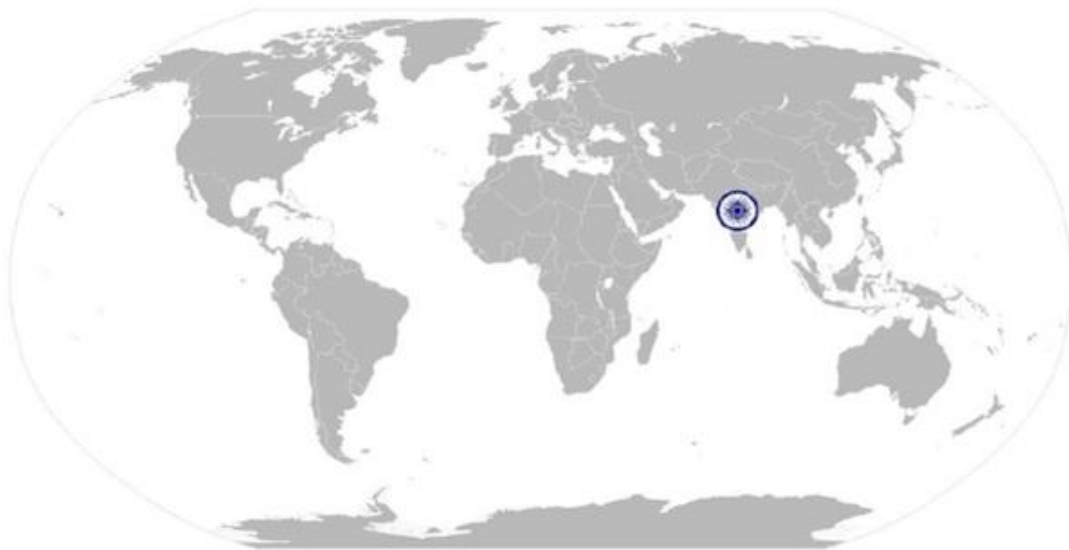
Maintain the work area, tools and machines

	<p>out</p> <p>KB27. The production process and the specific work activities that relate to the whole process</p>
Skills (S)	
C. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA2. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards SA3. 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: SA4. Speak and communicate effectively to peers and supervisors SA5. Give clear instructions to co-workers, subordinates others SA6. Use correct technical term while interacting with supervisor
D. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. Take appropriate decisions regarding 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,

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Maintain the work area, tools and machines

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	Post Tanning Machine Operations	Next review date	18/06/2015

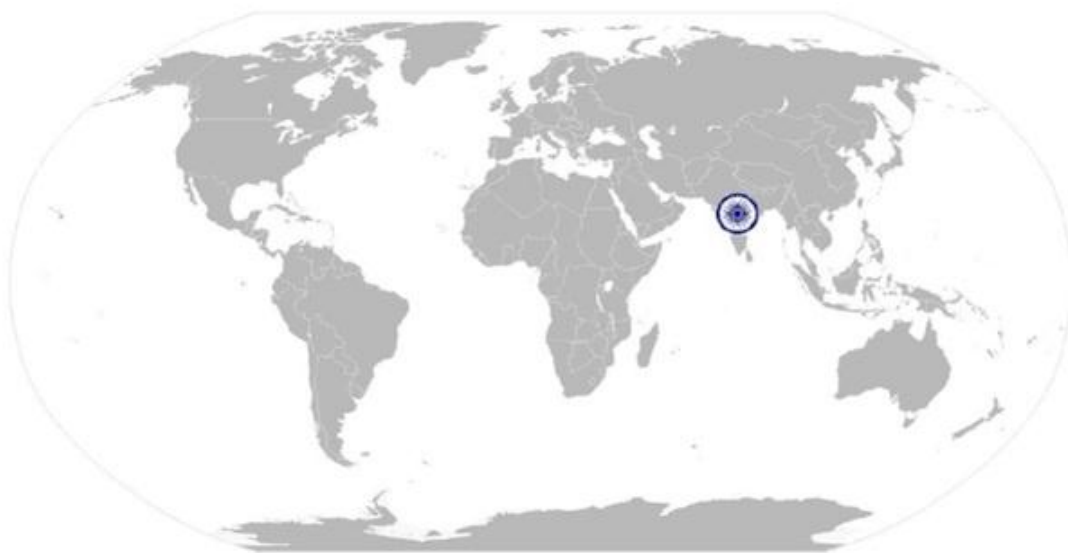
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LSS/N8601

Maintain health, safety and security at workplace

National Occupational Standard



Overview

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

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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)	
C. Organizational Context (Knowledge of the	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Health and safety related practices applicable at the workplace</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p>

LSS/N8601

Maintain health, safety and security at workplace

company / organization and its processes)	<p>KA3. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to minimize these</p> <p>KA5. Environmental management system related procedures at the workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
D. 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:
B. Professional Skills	SA2. Read and comprehend manuals of operations
	SA3. Read all organizational and equipment related health and safety manuals and documents
	SA4. Read instructions, guidelines/procedures/rules related to the worksite and machine operations
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	SA5. Give clear instructions to co-workers, subordinates and other personnel
	SA6. Use correct technical terms while interacting with supervisor
	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Make an appropriate timely decision in responding to emergencies/accidents in line with organizational
B. Professional Skills	SB2. Evaluate and use correct PPE and other safety gear while at the workplace
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	SB3. Work with supervisors/ team mates to carry out work related tasks

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Maintain health, safety and security at workplace

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



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	Post Tanning Machine Operations	Next review date	18/06/2015

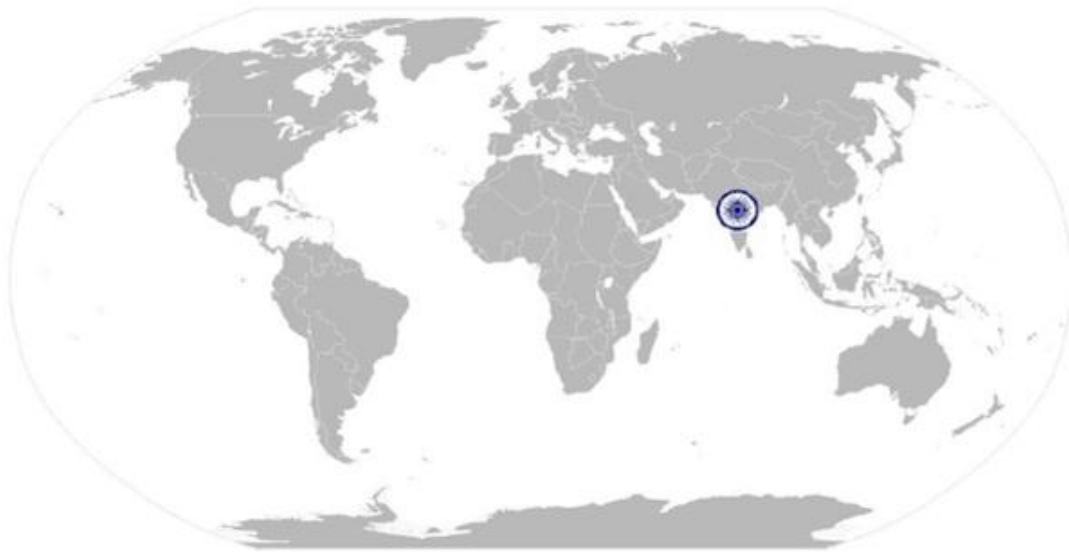
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LSS/N0705

Comply with industry, regulatory and organizational requirements

National Occupational Standard



Overview

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

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Comply with industry, regulatory and organizational requirements

National Occupational Standard

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

LSS/N0705 Comply with industry, regulatory and organizational requirements	
	the machine and operating manuals, job cards, visual cards, etc SA4. Read in the local language as applicable SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: SA6. Positively influence the team members into following procedures
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. Take appropriate decisions related to responsibilities
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB2. Plan and manage work routine based on company procedure
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB3. Ensure and follow organizational procedures and policies
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB4. Evaluate and seek and obtain clarification from the superiors
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB5. Apply balanced judgement to different situations
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB6. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

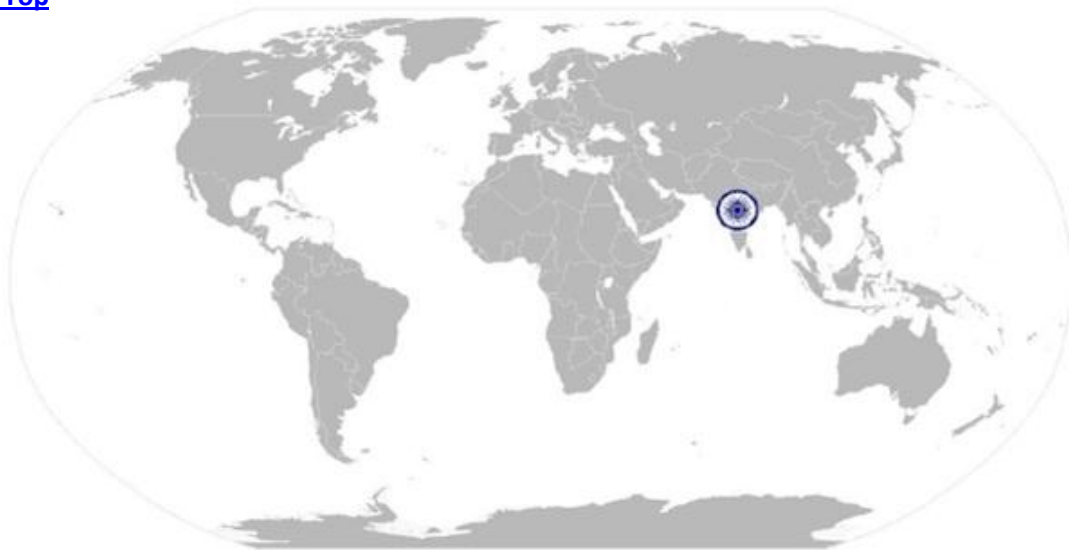
LSS/N0705

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	Post Tanning Machine Operations	Next review date	18/06/2015

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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Post tanning Machine Operator

Qualification Pack Code LSS /Q0701

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/N0701 Carry out staking operations	PC1. Make sure the work area is free from hazards	55	2	0	2
	PC2. Obtain and check the data on the work ticket or job card		5	3	2
	PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear		2	0	2
	PC4. Select and sort the materials for the work		2	0	2
	PC5. Set the machine according to the use of the finished leather		2	0	2
	PC6. Make sure that tools are safe and clean to use on the material		2	0	2
	PC7. Ask questions to obtain more information on tasks when the instructions you have are unclear		4	2	2
	PC8. In case of a vibrating staking machine, feed in the pre finished leatherpiece into the machine		5	3	2
	PC9. In case of hand staking machine, hold the pre finished leather piece in the machine to get the quality of the leather		2	0	2
	PC10. Repeat process and adjust the prefinished leather piece to ensure staking of full piece		4	2	2
	PC11. Pile the staked pieces to assist the next operation		2	0	2
	PC12. Stake the pre finished leather to the quality standard required		2	0	2
	PC13. Produce the required batch of components to match the job card and the company's production targets		4	2	2
	PC14. Dispose of waste materials safely and return re-useable material		2	0	2

	PC15. Minimize wastage during staking		5	3	2
	PC16. Report any damaged work to the responsible person		2	0	2
	PC17. Follow company reporting procedures about defective tools and machines which affect work		2	0	2
	PC18. Sort and place work to assist the next stage of production and minimize the risk of damage		2	0	2
	PC19. Carry out closedown procedures on completion of work		2	0	2
	PC20. Leave work area safe and secure when work is complete		2	0	2
	Total		55	15	40
2. LSS/N0702 Carry out toggling operations	PC1. Make sure the work area is free from hazards	50	2	1	1
	PC2. Obtain and check the data on the work ticket or job card		3	2	1
	PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear		2	0	2
	PC4. Select and sort the materials for the work		2	0	2
	PC5. Set the machine according to the use of the finished leather		2	0	2
	PC6. Make sure that tools are safe and clean to use on the material		3	1	2
	PC7. Ask questions to obtain more information on tasks when the instructions you have are unclear		3	2	1
	PC8. Ensure that the raw material has undergone staking		5	3	2
	PC9. Adjust temperature as per type of leather		2	0	2
	PC10. Adjust run time and speed as per type of leather		2	1	1
	PC11. Ensure that no creases are formed during toggling process		2	0	2
	PC12. Perform toggling as per the quality standard required		2	0	2
	PC13. Produce the required batch of components to match the job card and the company's production targets		3	2	1
	PC14. Minimize wastage during toggling		2	0	2
	PC15. Dispose of waste materials safely and return re-useable material		5	3	2
	PC16. Report any damaged work to the responsible person		2	0	2
	PC17. Follow company reporting procedures about defective tools and machines which affect work		2	0	2
	PC18. Sort and place work to assist the next stage of production and minimize the risk of damage		2	0	2
	PC19. Carry out closedown procedures of the toggling machine on completion of work		2	0	2
	PC20. Leave work area safe and secure when work is complete		2	0	2
	Total		50	15	35
3. LSS/N0703- Carry out de-dusting operations	PC1. Confirm that the identity and quantity of the material received matches the work ticket	25	4	2	2
	PC2. Accurately follow the information contained on the work ticket		2	1	1

	PC3. Handle and transport material, including hides, skins, leather, in the most effective manner and in the correct sequence		3	1	2
	PC4. Follow the start-up sequences and operate the equipment controls correctly		5	3	2
	PC5. Complete the process to the specified standard required for the next operation		3	1	2
	PC6. Ask questions to obtain more information on tasks when the instructions you have are unclear		4	1	3
	PC7. Report risks/ problems likely to affect services to the relevant person promptly and accurately		3	1	2
	PC8. Agree and review your agreed upon work targets with your supervisor		1	0	1
	Total		25	10	15
4. LSS/N0704 - Carry out embossing operations	PC1. Confirm that the identity and quantity of the material received matches the work ticket	35	4	2	2
	PC2. Accurately follow the essential information contained on the work ticket		2	1	1
	PC3. Handle and transport material, including hides, skins, leather, in the most effective manner and in the correct sequence		3	1	2
	PC4. Follow the start-up sequences and operate the equipment controls correctly		5	3	2
	PC5. Change the embossing plates as per requirement		3	1	2
	PC6. Adjust temperature of embossing plates as per requirement		4	1	3
	PC7. Adjust pressure of embossing plates as per requirement		3	1	2
	PC8. Ask questions to obtain more information on tasks when the instructions you have are unclear		2	1	1
	PC9. Agree and review your agreed upon work targets with your supervisor		4	2	2
	PC10. Report risks/ problems likely to affect services to the relevant person, promptly and accurately		2	1	1
	PC11. Complete the process to the specified standard required for the next operation		3	1	2
	Total		35	15	20
5. LSS/N0705- Contribute to achieving product quality in post tanning operations	PC1. Set up and test equipment to meet quality standard	25	6	5	1
	PC2. Ensure materials and component parts meet specifications		1	0	1
	PC3. Ensure the quality of finished leather meets specification during production		0.5	0	0.5
	PC4. Maintain the required productivity and quality levels		1	0	1
	PC5. Maintain the continuity of production with minimum interruptions and downtime		5.5	5	0.5
	PC6. Identify faults and irregularities in equipment and machinery and take action within the limits of your responsibility		1	0	1
	PC7. Carry out quality checks at specified intervals according to instructions		1	0	1
	PC8. Identify faults in pre finished leather and other		1	0	1

	materials and products			
	PC9. Ensure that the entire piece is uniformly staked, toggled, de-dusted and plated	1	0	1
	PC10. Ensure that the processes of staking, toggling and plating do not cause damage to the leather piece	1	0	1
	PC11. Maintain records and documentation	1	0	1
	PC12. Identify causes of faults to maintain product quality	1	0	1
	PC13. Follow reporting procedures where the cause of faults cannot be identified	1	0	1
	PC14. Identify and report potential solutions to rectify faults	1	0	1
	PC15. Report and replace faulty materials and component parts which do not meet specification	1	0	1
	PC16. Identify process problems in the quality of finished leather and report them promptly to appropriate people	1	0	1
	Total	25	10	15
6. LSS/N8501- Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	1	0	1
	PC2. Use correct lifting and handling procedures	2	0	2
	PC3. Use materials to minimize waste	2	0	2
	PC4. Prepare and organize work	7	5	2
	PC5. Maintain a clean and hazard free working area	2	0	2
	PC6. Deal with work interruptions	2	0	2
	PC7. Move around the workplace with care	2	0	2
	PC8. Maintain tools and equipment	2	0	2
	PC9. Carry out running maintenance within agreed schedules	2	0	2
	PC10. Carry out maintenance and/or cleaning outside responsibility	7	5	2
	PC11. Report unsafe equipment and other dangerous occurrences	7	5	2
	PC12. Ensure that the correct machine guards are in place	2	0	2
	PC13. Work in a comfortable position with the correct posture	1	0	1
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out	1	0	1
	PC15. Dispose of waste safely in the designated location	2	0	2
	PC16. Store cleaning equipment safely after use	1	0	1
	PC17. Complete and store accurate records and documentation	2	0	2
	PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working	1	0	1
	PC19. Give inputs and assist in completing documentation	1	0	1
	PC20. Report the need for maintenance and/or cleaning outside your area of responsibility	1	0	1
	PC21. Ensure safe and correct handling of materials, equipment and tools	1	0	1
	PC22. Maintain appropriate environment to protect stock	1	0	1

	from pilfering, theft, damage and deterioration				
	Total		50	15	35
7. LSS/N8601 Maintain health, safety and security at workplace	PC10. Comply with health and safety related instructions applicable to the workplace	20	2	1	1
	PC11. Use and maintain personal protective equipment as per protocol		2	1	1
	PC12. Carry out own activities in line with approved guidelines and procedures		0.5	0	0.5
	PC13. Maintain a healthy lifestyle and guard against dependency on intoxicants		1	0	1
	PC14. Follow environment management system related procedures		1.5	1	0.5
	PC15. Identify and correct (if possible) malfunctions in machinery and equipment		1	0	1
	PC16. Report any service malfunctions that cannot be rectified		1	0	1
	PC17. Store materials and equipment in line with manufacturer's and organizational requirements		1	0	1
	PC18. Safely handle and move waste and debris		0.5	0	0.5
	PC19. Minimize health and safety risks to self and others due to own actions		1	0	1
	PC20. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		2	1	1
	PC21. Monitor the workplace and work processes for potential risks and threats		0.5	0	0.5
	PC22. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		1	0	1
	PC23. Report hazards and potential risks/ threats to supervisors or other authorized personnel		0.5	0	0.5
	PC24. Participate in mock drills/ evacuation procedures organized at the workplace		2	1	1
	PC25. Undertake first aid, fire-fighting and emergency response training, if asked to do so		1	0	1
	PC26. Take action based on instructions in the event of fire, emergencies or accidents		0.5	0	0.5
	PC27. Follow organization procedures for shutdown and evacuation when required		1	0	1
	Total		20	5	15
8. LSS/N8701 Comply with industry, regulatory and organizational requirements	PC12. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	10	2	1	1
	PC13. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		2	1	1
	PC14. Apply and follow these policies and procedures within the work practices		2	0	2
	PC15. Provide support to the supervisor and team members in enforcing these considerations		2	1	1
	PC16. Identify and report any possible deviation to these requirements		2	1	1
	Total		10	4	6

