

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 - Splitting and Sammying Operator

SECTOR: LEATHER

SUB SECTOR: Finished Leather

OCCUPATION: Wet Operations

REFERENCE ID: LSS /Q0401

ALIGNED TO: NCO 2004/8265.32

Splitting and Sammying are both important operations in manufacturing of finished leather. The aim of the splitting operation is to produce hides of a specified thickness. In the sammying process, grease and excess moisture is squeezed out of the hides by passing them through large rollers under pressure

Brief Job Description: Splitting as well as Sammying operators perform similar mechanical operations. They should display good eye-hand coordination and have a quick reflex. He/she should do a timely completion of the work allotted and as per the required quality standards

Personal Attributes: Splitting as well as Sammying operators perform similar mechanical operations. They should display good eye-hand coordination and have a quick reflex. He/she should do a timely completion of the work allotted and as per the required quality standards

Qualifications Pack Code	LSS /Q0801		
Job Role	Splitting and Sammying 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	Wet Operations	Next review date	31/03/17
NSQC Clearance on	18/06/2015		

Job Role	Splitting and Sammying Operator
Role Description	A splitting operator operates the splitting machine to split the hide horizontally into a grain layer/flesh layer. It can be done in the in the limed condition or in the tanned condition. A sammying operator operates the sammying machine which absorbs the grease and excess moisture from the hide during the wet process in tanneries. He/she is responsible for safe and efficient machinery operation.
NSQF level	4
Minimum Educational Qualifications*	Class V
Maximum Educational Qualifications*	N/A
Training (Suggested but not mandatory)	On-the-Job-Training
Minimum Job Entry Age	18 years
Experience	Prior experience as helper in finished leather operations for a minimum of 2-3 years preferred
Applicable National Occupational Standards (NOS)	Compulsory <ol style="list-style-type: none"> LSS/N0401 Carry out splitting operations LSS/N0402 Carry out sammying operations LSS/N0403 Contribute to achieving product quality in splitting and sammying 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 Optional: N.A.
Performance Criteria	As described in the relevant OS units

Definition

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

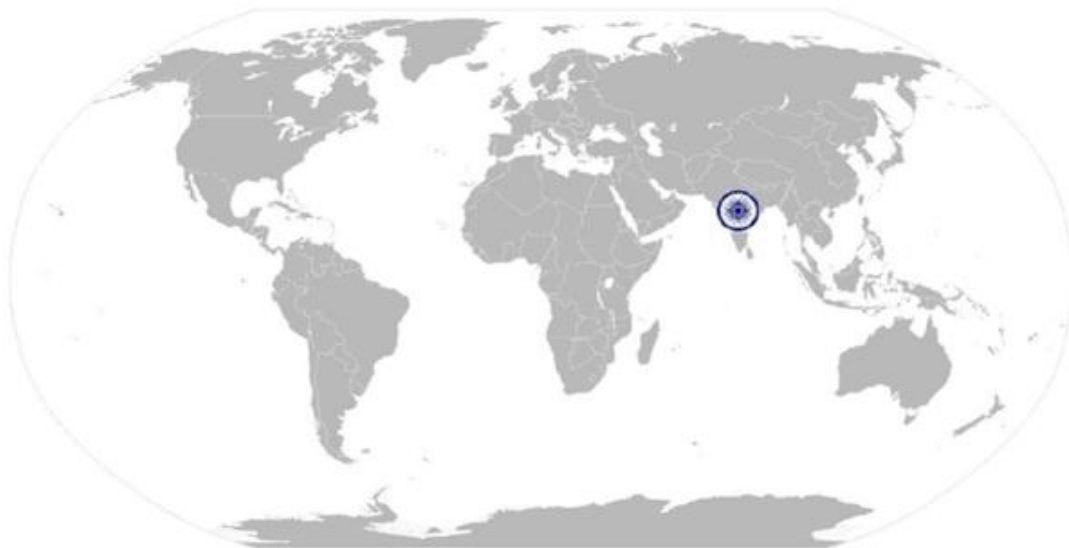
Acronyms

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

LSS/N0401

Carry out splitting operations

National Occupational Standard



Overview

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

National Occupational Standards

LSS/N0401

Carry out splitting operations

National Occupational Standard

Unit Code	LSS/N0401
Unit Title (Task)	Carry out splitting operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out splitting operations in preparing finished leather
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Preparatory work • Splitting operation • 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 confirm the data on the work ticket or job card PC3. Prepare the work area before commencing the machine operations PC4. Check the performance of the machine regularly for signs of faulty operations and take action in accordance with workplace procedures PC5. Work as per legal requirements, standards and regulations, policies and procedures PC6. Ask questions to obtain more information on tasks when the instructions are unclear PC7. Agree and review the agreed upon work targets with the supervisor
Splitting operation	PC8. Ensure that the hide received is fit for splitting operation PC9. Sets and operate splitting machine which is fitted with horizontal endless belt type knife to split hide edge ways to form two or more pieces or to give uniform thickness PC10. Start machine and adjusts the thickness required PC11. Places hide on machine table and smooth out wrinkles PC12. Guides hide between machine rollers which force edge of hide against machine knife PC13. Removes split hides from machine or directs assistant operator to do so PC14. Check the split hide for accuracy and adjust guides if necessary PC15. Ensure that knife blade is sharpened automatically by emery wheels fixed to machine; adjust emery stone wheels if not in position for correct sharpening of knife blade PC16. Clean and oil machine, if not a function of the maintenance department
Reporting & Documentation	PC17. Comply with written instructions PC18. Provide inputs to complete forms, records and other documentation PC19. Report any damaged work to the responsible person PC20. Follow company reporting procedures about defective tools and machines which affect work

National Occupational Standards

LSS/N0401

Carry out splitting operations

Sorting & Placing	<p>PC21. Sort and place work to assist the next stage of production and minimize the risk of damage</p> <p>PC22. 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. Expectations and responsibilities of the job role</p> <p>KA2. The organization's rules, codes, guidelines and standards</p> <p>KA3. Procedures for operating assigned leather production machine</p> <p>KA4. Main types of hide and leather manufactured by the company</p> <p>KA5. Statutory responsibilities under health, safety and environmental legislation and regulations</p> <p>KA6. Work target/ review mechanism with the supervisor for obtaining/giving feedback related to performance</p> <p>KA7. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA8. Importance of team work and harmonious working relationships</p> <p>KA9. Contact person in case of queries on procedure or products</p> <p>KA10. Method to handle tools and equipment safely and the health and safety implications of not doing so</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Information on work specifications, standard operating procedures and work instructions, and other reference material</p> <p>KB2. Quality practices</p> <p>KB3. Characteristics of hides and leather</p> <p>KB4. How to handle and receive leather thereby to avoid making them unusable</p> <p>KB5. Preparatory work required to be done before the commencement of the machine operation</p> <p>KB6. Optimum and safe manner of operating the splitting machine</p> <p>KB7. Various functions of the machine and its components</p> <p>KB8. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB9. Report equipment faults to the maintenance department</p> <p>KB10. Knowledge to deal with changes to the production schedule</p> <p>KB11. The action to be taken when correct material for work is not available</p> <p>KB12. Importance of sharing domain related information with team members</p> <p>KB13. 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

National Occupational Standards

LSS/N0401

Carry out splitting operations

	The user/ individual on the job needs to know and understand how to: SA3. Read English/ local language as applicable SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: SA5. Listen actively SA6. Communicate effectively with supervisors, managers, etc
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. Analyse the defects and the procedure for dealing with it SB2. Take appropriate actions in terms of any deviations from the process
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB3. Plan 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 and assess splitting operation as per the 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 hides for accuracy
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. Assess and control the quality standards of the hides as per customer standards

National Occupational Standards

LSS/N0401

Carry out splitting operations

NOS Version Control

NOS Code	LSS/N0401		
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	Wet Operations	Next review date	18/06/2015

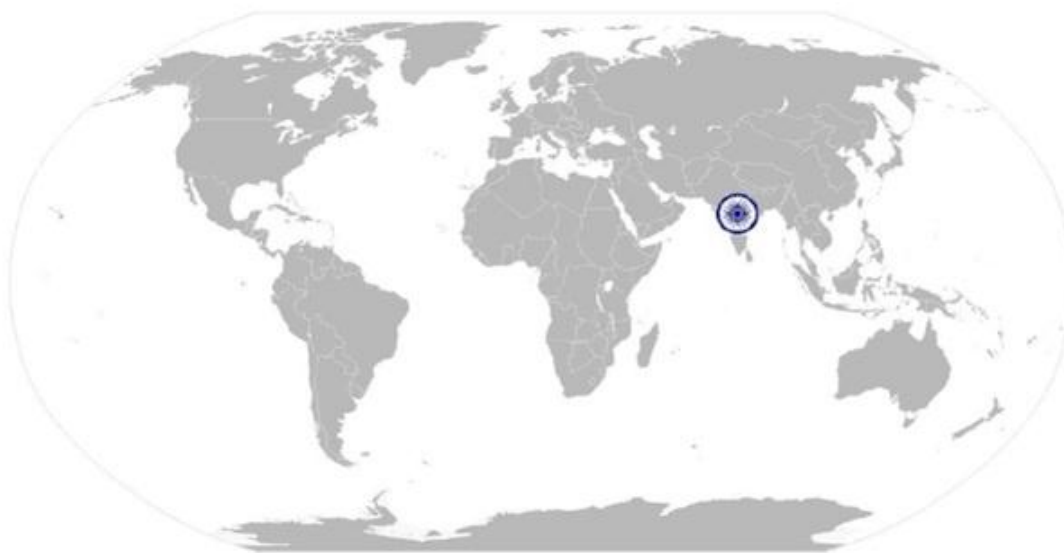
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LSS/N0402

Carry out sammying operations

National Occupational Standard



Overview

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

LSS/N0402

Carry out sammying operations

National Occupational Standard

Unit Code	LSS/N0402
Unit Title (Task)	Carry out sammying operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities for carrying out sammying operations while preparing finished leather.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparatory work • Dusting 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 confirm the data on the work ticket or job card</p> <p>PC3. Prepare the work area before commencing the machine operations</p> <p>PC4. Work as per legal requirements, standards and regulations, policies and procedures</p> <p>PC5. Ask questions to obtain more information on tasks when the instructions are unclear</p> <p>PC6. Agree and review the agreed upon work targets with the supervisor</p>
Dusting operation	<p>PC7. Ensure that the hide received is fit for sammying operation</p> <p>PC8. Follow the start-up sequences and operate the equipment controls correctly</p> <p>PC9. Places wet hide on machine table and smooth out wrinkles</p> <p>PC10. Convey the hides on felts through the sammying machine wherein pressure is applied by rollers and the fat is absorbed</p> <p>PC11. Complete the process to the specified standard required for the next operation</p> <p>PC12. Report any damaged work to the responsible person</p> <p>PC13. Clean and oil machine, if not a function of the maintenance department</p> <p>PC14. Check the performance of the machine regularly for signs of faulty operations and take action in accordance with workplace procedures</p>
Reporting & Documentation	<p>PC15. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC16. Comply with written instructions</p> <p>PC17. Provide inputs to complete forms, records and other documentation</p> <p>PC18. Follow company reporting procedures about defective tools and machines which affect work</p>
Sorting & Placing	<p>PC19. Sort and place work to assist the next stage of production and minimize the risk of damage</p> <p>PC20. Leave work area safe and secure when work is complete</p>
Knowledge and Understanding (K)	

LSS/N0402

Carry out sammying operations

A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Details of the job role and responsibilities</p> <p>KA2. The organization's rules, guidelines and standards</p> <p>KA3. Information on work specifications, standard operating procedures and work instructions, and other reference material</p> <p>KA4. Quality practices</p> <p>KA5. Characteristics of hides and leather</p> <p>KA6. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA7. Contact person in case of queries on procedures or products as well as in case of any escalations</p> <p>KA8. Importance of team work and harmonious working relationships</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 and leather produced by the company</p> <p>KB2. Information on work specifications, standard operating procedures and work instructions, and other reference material</p> <p>KB3. Quality practices</p> <p>KB4. Methods of handling and receiving hide/leather</p> <p>KB5. Preparatory work required to be done before the commencement of the machine operation</p> <p>KB6. Optimum and safe manner of operating the splitting machine</p> <p>KB7. Various functions of the machine and its components</p> <p>KB8. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB9. The sections of the work card relevant to the work required</p> <p>KB10. The ways by which material can be contaminated or damaged during processing and the effects on quality</p> <p>KB11. Report equipment faults to the maintenance department</p> <p>KB12. Knowledge to deal with changes to the production schedule</p> <p>KB13. The action to be taken when correct material for work is not available</p> <p>KB14. 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>	

LSS/N0402

Carry out sammying operations

	SA6. Communicate effectively with supervisors, managers, etc
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Analyse the defects and the procedure for dealing with it
	SB2. Take appropriate actions in terms of any deviations from the process
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB3. Plan 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 and assess sammying operation is as per the 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 hides for accuracy
	Critical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB9. Assess and control the quality standards of the hides as per customer standards

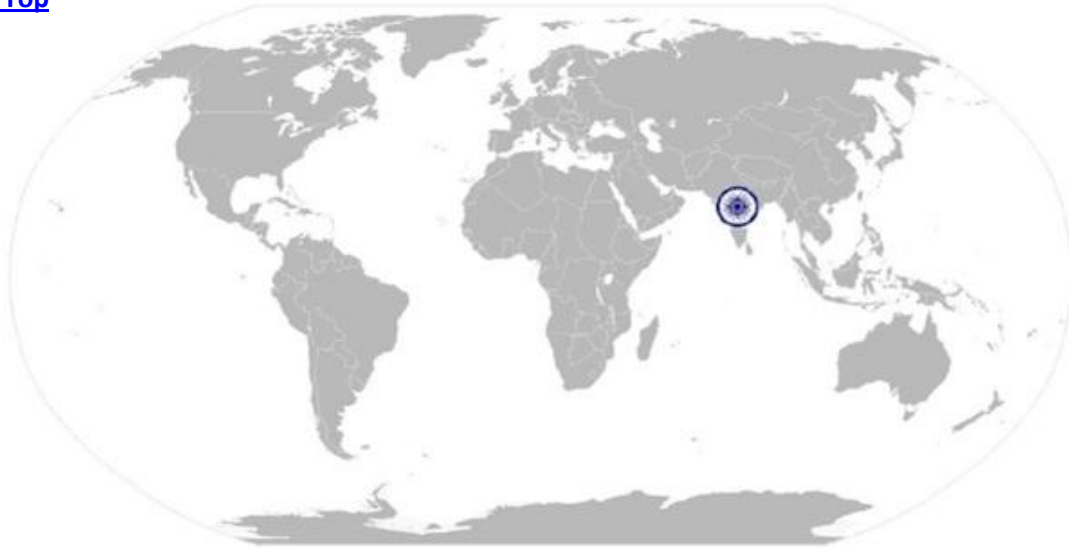
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Carry out sammying operations

NOS Version Control

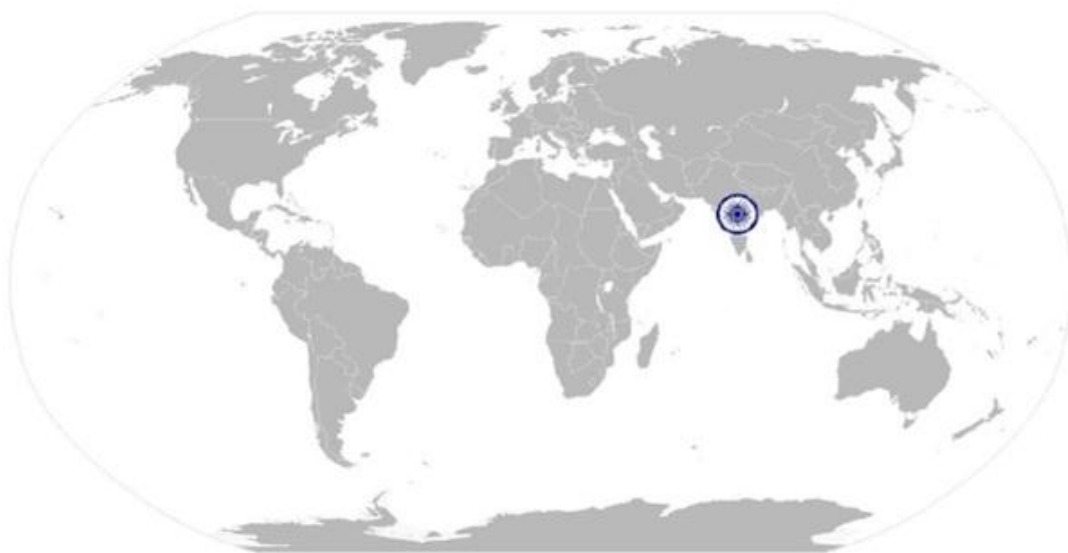
NOS Code	LSS/N0402		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Wet Operations	Next review date	18/06/2015

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LSS/N0403 Contribute to achieving product quality in splitting and sammying 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 splitting and slamming related activities to ensure products meet specifications.

LSS/N0403 Contribute to achieving product quality in splitting and sammying operations

National Occupational Standard

Unit Code	LSS/N0403
Unit Title (Task)	Contribute to achieving product quality in splitting and sammying operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking splitting and slamming related activities to ensure products meet specifications.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Inspection of splitting operations • Inspection of sammying operations
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Inspection of splitting operations	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Understand and follow the quality guidelines prescribed for splitting operation</p> <p>PC2. Carry out regular quality checks, observe deviations and take appropriate action</p> <p>PC3. Assess the hide thickness before inserting into the machine</p> <p>PC4. Make sure that the machine is set to achieve the desired thickness</p> <p>PC5. Ensure that hide that is split is of the specified thickness using the gauge meter</p> <p>PC6. Ensure preventive maintenance is done for the machine so that it runs efficiently</p> <p>PC7. Observe vigilantly for any quality deviations and take necessary action to rectify the same</p>
Inspection of sammying operations	<p>PC8. Understand and follow the quality guidelines prescribed for sammying operation</p> <p>PC9. Carry out regular quality checks, observe deviations and take appropriate action</p> <p>PC10. Ensure that the hide has passed through the previous required processing stages and is ready for sammying process</p> <p>PC11. Make sure that the machine is set to achieve the desired results</p> <p>PC12. Ensure removal of grease, fats and excess moisture after the sammying operation</p> <p>PC13. Ensure preventive maintenance is done for the machine so that it runs efficiently</p> <p>PC14. Observe vigilantly for any quality deviations and take necessary action to rectify the same</p>
Reporting & Documentation	<p>PC15. Report faults outside personal responsibility to the appropriate person</p> <p>PC16. Follow reporting procedures where the cause of faults cannot be identified</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company /	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Company's quality and production targets and the effect of not meeting these on self and/or the team</p> <p>KA2. Quality systems and procedures</p>

LSS/N0403 Contribute to achieving product quality in splitting and sammying operations

organization and its processes)	KA3. Limits of personal responsibility KA4. Process of reporting faults KA5. Process of operating equipments
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Quality specifications and what constitutes a rejection KB2. The different types of faults likely to be found and method to put them right KB3. Quality inspection methods KB4. Significance of product checks KB5. The consequences of not rectifying problems KB6. The types of adjustments suitable for specific types of faults KB7. Difference between correctable and non-correctable faults KB8. Manufacturer's instructions
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: 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
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. Analyse the defects and the procedure for dealing with it SB2. Take appropriate actions in terms of any deviations from the process
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB3. Plan 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 and assess splitting and sammying operation is as per the 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:

LSS/N0403 Contribute to achieving product quality in splitting and sammying operations

	SB8. Evaluate and assess the hides for accuracy
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. Assess and control the quality standards of the hides as per customer standards

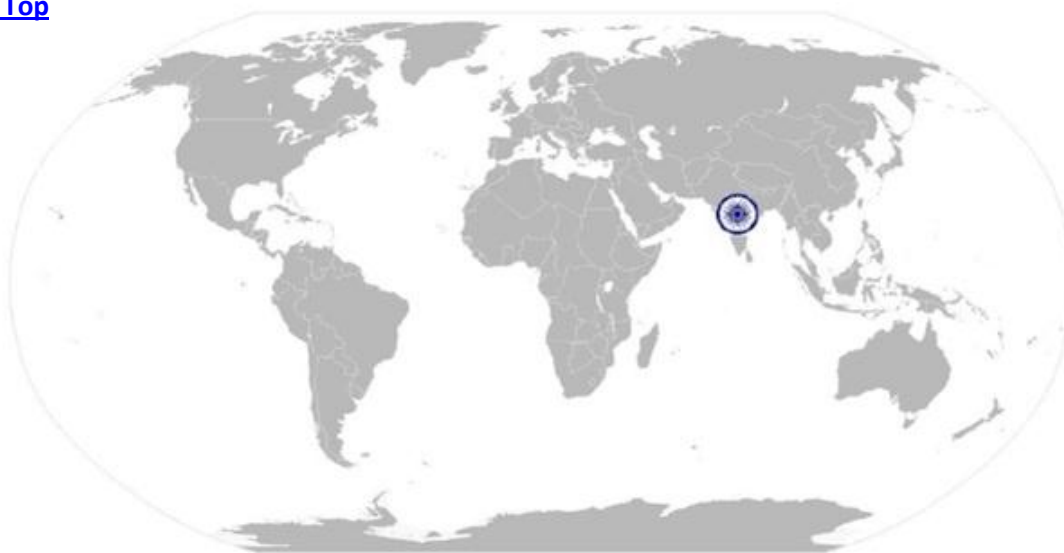


LSS/N0403 **Contribute to achieving product quality in splitting and sammying operations**

NOS Version Control

NOS Code	LSS/N0403		
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	Wet Operations	Next review date	18/06/2015

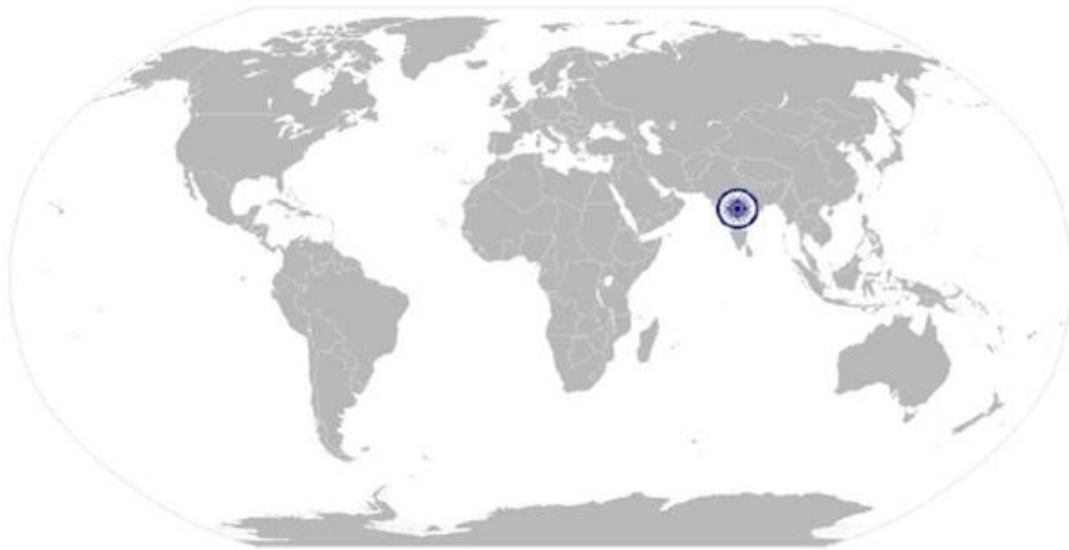
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LSS/N8501

Maintain the work area, tools and machines

National Occupational Standard



Overview

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

LSS/N8501

Maintain the work area, tools and machines

National Occupational Standard

Unit Code	LSS/N8501
Unit Title (Task)	Maintain the work area, tools and machines
Description	This standard is for those who organize and maintain their work areas, tools and machines to make sure that agreed production targets and instructions are met.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Maintenance of the work area, tools and machines
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Maintenance of work area, tools and machines	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Handle materials, machinery, equipment and tools safely and correctly</p> <p>PC2. Use correct lifting and handling procedures</p> <p>PC3. Use materials to minimize waste</p> <p>PC4. Prepare and organize work</p> <p>PC5. Maintain a clean and hazard free working area</p> <p>PC6. Deal with work interruptions</p> <p>PC7. Move around the workplace with care</p> <p>PC8. Maintain tools and equipment</p> <p>PC9. Carry out running maintenance within agreed schedules</p> <p>PC10. Carry out maintenance and/or cleaning outside responsibility</p> <p>PC11. Report unsafe equipment and other dangerous occurrences</p> <p>PC12. Ensure that the correct machine guards are in place</p> <p>PC13. Work in a comfortable position with the correct posture</p> <p>PC14. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC15. Dispose of waste safely in the designated location</p> <p>PC16. Store cleaning equipment safely after use</p> <p>PC17. Complete and store accurate records and documentation</p> <p>PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working</p> <p>PC19. Give inputs and assist in completing documentation</p> <p>PC20. Report the need for maintenance and/or cleaning outside your area of responsibility</p> <p>PC21. Ensure safe and correct handling of materials, equipment and tools</p> <p>PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration</p>
Knowledge and Understanding (K)	
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>

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>
D. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications and instructions</p> <p>KB3. Relation between work role and the overall manufacturing process</p> <p>KB4. The importance of good time keeping and attendance</p> <p>KB5. The importance of minimized production costs</p> <p>KB6. The importance of taking action when problems are identified</p> <p>KB7. Different ways of minimizing waste</p> <p>KB8. The importance of running maintenance and regular cleaning</p> <p>KB9. Effects of contamination on products i.e. Machine oil, dirt</p> <p>KB10. Common faults with equipment and the method to rectify</p> <p>KB11. Maintenance procedures and manufacturer's instructions</p> <p>KB12. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB13. Different types of cleaning equipment and substances and their use</p> <p>KB14. Safe working practices for cleaning and the method of carrying them out</p> <p>KB15. The production process and the specific work activities that relate to the whole process</p>
Skills (S)	
C. Core Skills / Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards,</p> <p>SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.</p>
	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA4. Speak and communicate effectively to peers and supervisors</p> <p>SA5. Give clear instructions to co-workers, subordinates others</p>

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

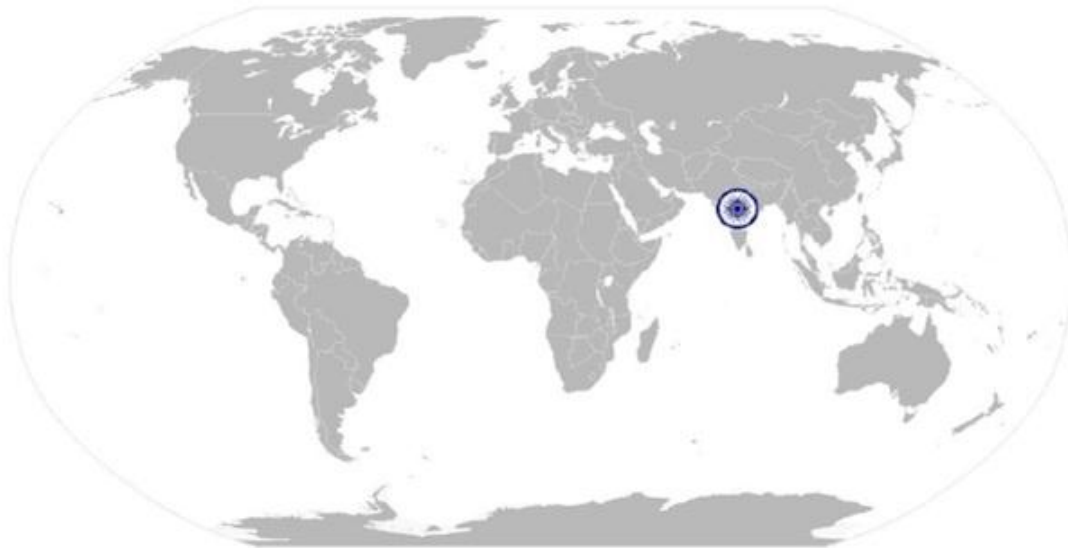
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Maintain the work area, tools and machines

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	Wet Operations	Next review date	18/06/2015

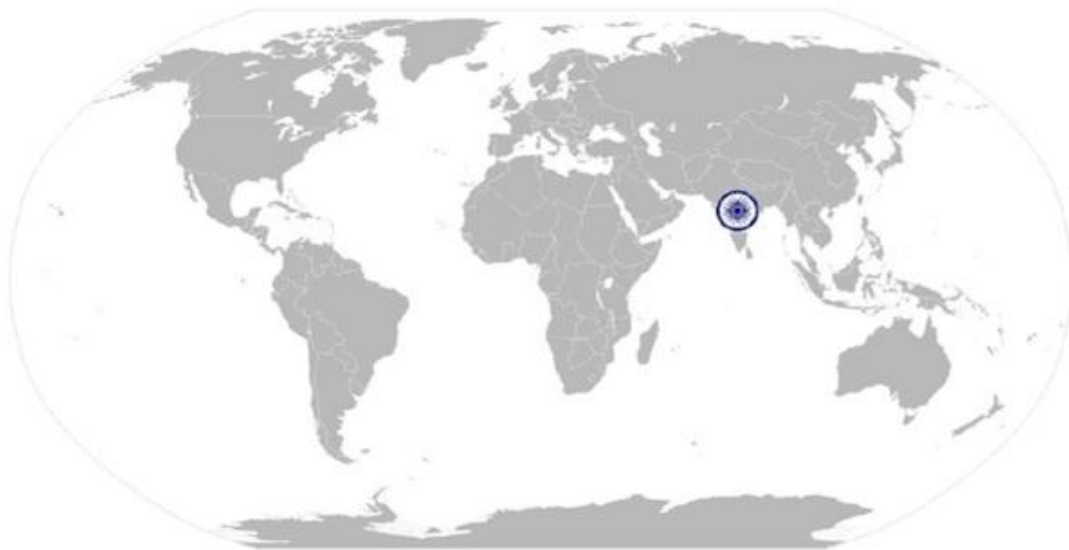
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LSS/N8601

Maintain health, safety and security at workplace

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required 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 minimise
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)	

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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. Health and safety related practices applicable at the workplace</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p> <p>KA3. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to minimize these</p> <p>KA5. Environmental management system related procedures at the workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
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)	
C. Core Skills / Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Document and report any health and safety related incidents/ accidents</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend manuals of operations</p> <p>SA3. Read all organizational and equipment related health and safety manuals and documents</p> <p>SA4. Read instructions, guidelines/procedures/rules related to the worksite and machine operations</p>
	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Give clear instructions to co-workers, subordinates and other personnel</p> <p>SA6. Use correct technical terms while interacting with supervisor</p>
D. Professional Skills	Decision Making
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Make an appropriate timely decision in responding to emergencies/accidents in line with organizational</p> <p>SB2. Evaluate and use correct PPE and other safety gear while at the workplace</p>
	Plan and Organize

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Maintain health, safety and security at workplace

	The user/ individual on the job needs to know and understand how to: SB3. Work with supervisors/ team mates to carry out work related tasks 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

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Maintain health, safety and security at workplace

NOS Version Control

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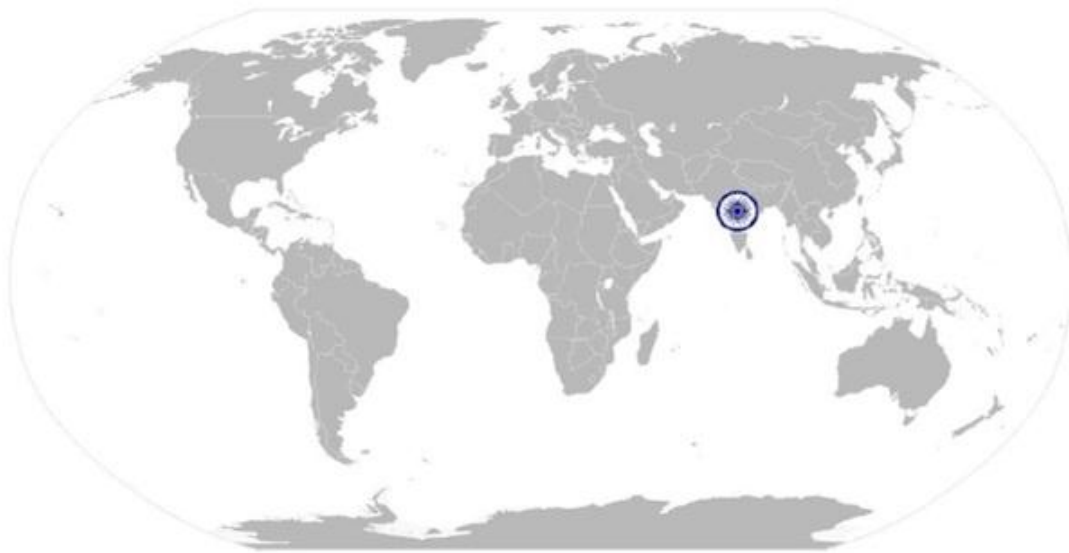
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LSS/N8701

Comply with industry, regulatory and organizational requirements

National Occupational Standard



Overview

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

LSS/N8701 Comply with industry, regulatory and organizational requirements

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

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Comply with industry, regulatory and organizational requirements

	SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA6. Positively influence the team members into following procedures
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions related to responsibilities
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB2. Plan and manage work routine based on company procedure
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB3. Ensure and follow organizational procedures and policies
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB4. Evaluate and seek and obtain clarification from the superiors
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB5. Apply balanced judgement to different situations
	Critical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB6. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

LSS/N8701 Comply with industry, regulatory and organizational requirements

NOS Version Control

NOS Code	LSS/N8701		
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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Splitting and Sammying Operator

Qualification Pack Code LSS/Q0401

Sector Skill Council Leather

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on these criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
1. LSS/N0401 Carry out splitting operations	PC1. Make sure the work area is free from hazards	100	5	0	5
	PC2. Obtain and confirm the data on the work ticket or job card		10	5	5
	PC3. Prepare the work area before commencing the machine operations		5	0	5
	PC4. Check the performance of the machine regularly for signs of faulty operations and take action in accordance with workplace procedures		10	5	5
	PC5. Work as per legal requirements, standards and regulations, policies and procedures		3	0	3
	PC6. Ask questions to obtain more information on tasks when the instructions are unclear		2	0	2
	PC7. Agree and review the agreed upon work targets with the supervisor		2	0	2

	PC8. Ensure that the hide received is fit for splitting operation		3	0	3
	PC9. Sets and operate splitting machine which is fitted with horizontal endless belt type knife to split hide edge ways to form two or more pieces or to give uniform thickness		5	0	5
	PC10. Start machine and adjusts the thickness required		5	0	5
	PC11. Places hide on machine table and smooth out wrinkles		5	0	5
	PC12. Guides hide between machine rollers which force edge of hide against machine knife		5	0	5
	PC13. Removes split hides from machine or directs assistant operator to do so		10	5	5
	PC14. Check the split hide for accuracy and adjust guides if necessary		2	0	2
	PC15. Ensure that knife blade is sharpened automatically by emery wheels fixed to machine; adjust emery stone wheels if not in position for correct sharpening of knife blade		1	0	1
	PC16. Clean and oil machine, if not a function of the maintenance department		1	0	1
	PC17. Comply with written instructions		6	5	1
	PC18. Provide inputs to complete forms, records and other documentation		3	0	3
	PC19. Report any damaged work to the responsible person		7	5	2
	PC20. Follow company reporting procedures about defective tools and machines which affect work		1	0	1
	PC21. Sort and place work to assist the next stage of production and minimize the risk of damage		7	5	2
	PC22. Leave work area safe and secure when work is complete		2	0	2
		Total	100	30	70
2. LSS/N0402 Carry out sammying operations	PC1. Make sure the work area is free from hazards	100	2	0	2
	PC2. Obtain and confirm the data on the work ticket or job card		10	5	5
	PC3. Prepare the work area before commencing the machine operations		7	5	2

	PC4. Work as per legal requirements, standards and regulations, policies and procedures		8	5	3
	PC5. Ask questions to obtain more information on tasks when the instructions are unclear		3	0	3
	PC6. Agree and review the agreed upon work targets with the supervisor		5	0	5
	PC7. Ensure that the hide received is fit for sammying operation		5	0	5
	PC8. Follow the start-up sequences and operate the equipment controls correctly		10	5	5
	PC9. Places wet hide on machine table and smooth out wrinkles		5	0	5
	PC10. Convey the hides on felts through the sammying machine wherein pressure is applied by rollers and the fat is absorbed		5	0	5
	PC11. Complete the process to the specified standard required for the next operation		5	0	5
	PC12. Report any damaged work to the responsible person		5	0	5
	PC13. Clean and oil machine, if not a function of the maintenance department		8	5	3
	PC14. Check the performance of the machine regularly for signs of faulty operations and take action in accordance with workplace procedures		2	0	2
	PC15. Report risks/ problems likely to affect services to the relevant person promptly and accurately		3	0	3
	PC16. Comply with written instructions		2	0	2
	PC17. Provide inputs to complete forms, records and other documentation		7	5	2
	PC18. Follow company reporting procedures about defective tools and machines which affect work		3	0	3
	PC19. Sort and place work to assist the next stage of production and minimize the risk of damage		7	5	2
	PC20. Leave work area safe and secure when work is complete		3	0	3
		Total	100	30	70

3. LSS/N0403 Contribute to achieving product quality in splitting and sammying operations	PC1. Understand and follow the quality guidelines prescribed for splitting operation	50	6	5	1
	PC2. Carry out regular quality checks, observe deviations and take appropriate action		1	0	1
	PC3. Assess the hide thickness before inserting into the machine		1	0	1
	PC4. Make sure that the machine is set to achieve the desired thickness		1	0	1
	PC5. Ensure that hide that is split is of the specified thickness using the gauge meter		6	5	1
	PC6. Ensure preventive maintenance is done for the machine so that it runs efficiently		6	5	1
	PC7. Observe vigilantly for any quality deviations and take necessary action to rectify the same		1	0	1
	PC8. Understand and follow the quality guidelines prescribed for sammying operation		5.5	5	0.5
	PC9. Carry out regular quality checks, observe deviations and take appropriate action		0.5	0	0.5
	PC10. Ensure that the hide has passed through the previous required processing stages and is ready for sammying process		1	0	1
	PC11. Make sure that the machine is set to achieve the desired results		6	5	1
	PC12. Ensure removal of grease, fats and excess moisture after the sammying operation		1	0	1
	PC13. Ensure preventive maintenance is done for the machine so that it runs efficiently		1	0	1
	PC14. Observe vigilantly for any quality deviations and take necessary action to rectify the same		6	5	1
	PC15. Report faults outside personal responsibility to the appropriate person		1	0	1
	PC16. Follow reporting procedures where the cause of faults cannot be identified		6	5	1
		Total	50	35	15

4. LSS/N8501– Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	50	2	0	2
	PC2. Use correct lifting and handling procedures		3	0	3
	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		1	0	1
	PC6. Deal with work interruptions		1	0	1
	PC7. Move around the workplace with care		1	0	1
	PC8. Maintain tools and equipment		1	0	1
	PC9. Carry out running maintenance within agreed schedules		1	0	1
	PC10. Carry out maintenance and/or cleaning outside responsibility		6	5	1
	PC11. Report unsafe equipment and other dangerous occurrences		6	5	1
	PC12. Ensure that the correct machine guards are in place		1	0	1
	PC13. Work in a comfortable position with the correct posture		1	0	1
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		2	0	2
	PC15. Dispose of waste safely in the designated location		2	0	2
	PC16. Store cleaning equipment safely after use		2	0	2
	PC17. Complete and store accurate records and documentation		2	0	2
	PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working		2	0	2
	PC19. Give inputs and assist in completing documentation		2	0	2
	PC20. Report the need for maintenance and/or cleaning outside your area of responsibility		2	0	2
	PC21. Ensure safe and correct handling of materials, equipment and tools		2	0	2
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	1

		Total	50	15	35
5. LSS/N8601- Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	25	7	5	2
	PC2. Use and maintain personal protective equipment as per protocol		3	0	3
	PC3. Carry out own activities in line with approved guidelines and procedures		0.5	0	0.5
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		0.5	0	0.5
	PC5. Follow environment management system related procedures		5.5	5	0.5
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		0.5	0	0.5
	PC7. Report any service malfunctions that cannot be rectified		1	0	1
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		1	0	1
	PC9. Safely handle and move waste and debris		0.5	0	0.5
	PC10. Minimize health and safety risks to self and others due to own actions		0.5	0	0.5
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		0.5	0	0.5
	PC12. Monitor the workplace and work processes for potential risks and threats		0.5	0	0.5
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		0.5	0	0.5
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		0.5	0	0.5
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		0.5	0	0.5
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		0.5	0	0.5
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		1	0	1
	PC18. Follow organization procedures for shutdown and evacuation when required		1	0	1
		Total	25	10	15

6. LSS/N8701- Comply with industry, regulatory and organizational requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	25	7	5	2
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		7	5	2
	PC3. Apply and follow these policies and procedures within the work practices		3	0	3
	PC4. Provide support to the supervisor and team members in enforcing these considerations		3	0	3
	PC5. Identify and report any possible deviation to these requirements		5	0	5
		Total	25	10	15