

QUALIFICATION PACK – OCCUPATIONAL STANDARD FOR LEATHER SECTOR

What are Occupational Standards(OS)?

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

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Introduction

Qualification Pack - Helper Finishing

SECTOR: LEATHER

SUB SECTOR: Footwear

OCCUPATION: Finishing operations (assistance)

REFERENCE ID: LSS/ Q3002

ALIGNED TO: NCO-2004/NIL

A Helper – Finishing is an important job-role associated with the Footwear sector. With the growing demand for skills, the importance of a multi-skilled helper with knowledge and skills in multiple operations has increased.

Brief Job Description: The primary responsibility of a Helper - Finishing is to provide assistance to the footwear machine operators involved in footwear cleaning, polishing and buffing, final inspection and packing processes and carry out material lasting, buffing, roughing, adhesive adding etc. He/ she is required to co- ordinate with team members and is required to assist the operators to carry out activities based on the production schedule.

Personal Attributes: A helper should be willing to learn new roles and responsibilities within the factory. The individual should be passionate about building skills for crafting intricate products while maintaining quality and timelines and have good hand eye coordination, hand and finger dexterity and good motoring skills. He/ She should be able to pick up new methods and process and be willing to learn and work with people.

Qualifications Pack Code	LSS/ Q3002		
Job Role	Helper Finishing		
Credits(NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Finishing operations (assistance)	Next review date	31/03/17
NSQC Clearance on	18/06/2015		

Job Role	Helper Finishing
Role Description	The primary responsibility of a Finishing Helper is to provide assistance to the footwear machine operators involved in footwear cleaning, polishing and buffing, final inspection and packing processes and carry out material lasting, buffing, roughing, adhesive adding etc.
NSQF level	2
Minimum Educational Qualifications*	Class V
Maximum Educational Qualifications*	N/A
Training (Suggested but not mandatory)	N/A
Minimum Job Entry Age	18 years
Experience	N/A
Applicable National Occupational Standards (NOS)	Compulsory <ol style="list-style-type: none"> 1. LSS/N3009 Carry out supporting operations in footwear finishing 2. LSS/N3010 Support to achieving product quality in footwear finishing operation 3. LSS/N8501 Maintain the work area, tools and machines 4. LSS/N8601 Maintain health, safety and security at workplace 5. LSS/N8701 Comply with industry, regulatory and organizational requirements Optional: N.A.
Performance Criteria	As described in the relevant OS units

Definition

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

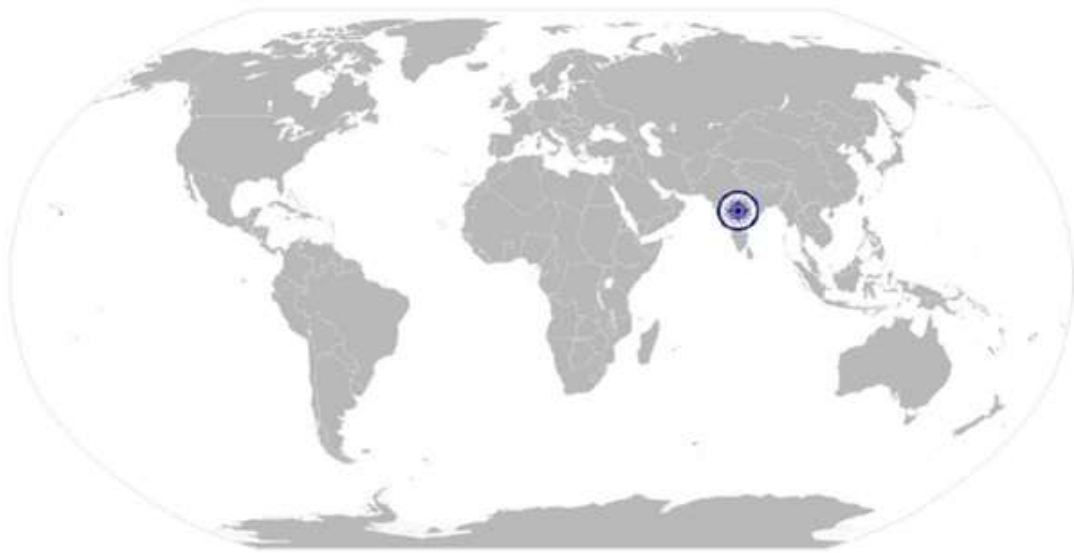
Acronyms

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

LSS/N3009

Carry out supporting operations in footwear finishing

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out supporting operations within footwear finishing processes.

LSS/N3009

Carry out supporting operations in footwear finishing

Unit Code	LSS/N3009
Unit Title (Task)	Carry out supporting operations in footwear finishing
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out supporting operations within footwear finishing processes.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Supporting operations Cleaning Polishing & Brushing Lacquering Tag level fixing Brushing Final Inspection Packing
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Carry out supporting operations within finishing footwear operations	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Follow the instructions on the work ticket/ job card</p> <p>PC2. Make sure that the work area is free from hazards and report risks/problems likely to affect services to the relevant person promptly and accurately</p> <p>PC3. Support the operator in checking the materials used meet the specification matching</p> <ul style="list-style-type: none"> within a product between a pair of products where applicable <p>PC4. Agree and review your agreed upon work targets with your supervisor</p> <p>PC5. Assist in carrying out foundation footwear operations safely and at a rate which maintains work flow and meets production targets</p> <p>PC6. Report any damaged work to the responsible person</p> <p>PC7. Ask questions to obtain more information on tasks when the instructions you have are unclear</p> <p>PC8. Anticipate and respond to requests for assistance from colleagues willingly and politely</p> <p>PC9. Update & develop knowledge of the products, check with others when unsure of new product details</p> <p>PC10. Sort and place work to assist the next stage of production and minimise the risk of damage</p>
Carry out cleaning of footwear	<p>PC11. Choose the tools and materials required for the cleaning process and get the footwear from the bottoming section</p> <p>PC12. Clean the footwear to remove dirt, adhesive, over spill or any contamination by hand /machine</p> <p>PC13. Remove the excess adhesives from the surface with brush/sponge</p> <p>PC14. Correctly sort and place the work to assist the next stage of production</p>

LSS/N3009

Carry out supporting operations in footwear finishing

	PC15. Clean the tools and keep the workplace tidy
Assist in Polishing & Brushing	<p>PC16. Choose the tools and materials required for polishing and brushing process and get the footwear uppers from the roughing section</p> <p>PC17. Assist the operator in sorting out the footwear to ensure quality norms are adhered to</p> <p>PC18. Assist the operator in brushing the footwear to remove dirt/other particles using brush/sponge</p> <p>PC19. Assist the operator in polishing the footwear for a smooth finish using wax/cream/spray/brush</p> <p>PC20. Assists the operator in removing any wrinkles on the footwear using hot air blower</p> <p>PC21. Check the quality and appearance of the product as per job card</p> <p>PC22. Correctly sort and place the work to assist the next stage of production</p> <p>PC23. Clean the tools and keep the workplace tidy</p>
Assist in Lacquering	<p>PC24. Choose the tools and materials required for lacquering and get the footwear from the polishing and brushing section</p> <p>PC25. Assist the operator in sorting out the footwear to ensure quality norms are adhered to</p> <p>PC26. Take the footwear to the operator for lacquering the footwear</p> <p>PC27. Check the quality and appearance of the product as per job card</p> <p>PC28. Correctly sort and place the work to assist the next stage of production</p> <p>PC29. Clean and oil the machinery and report any repairs, if required</p>
Assist in Tag level fixing	<p>PC30. Choose the tools and materials required for tag level fixing and get the footwear from the lacquering section</p> <p>PC31. Assist the operator in sorting out the footwear to ensure quality norms are adhered to</p> <p>PC32. Assist the operator in placing the tags on the footwear</p> <p>PC33. Check the quality and appearance of the product as per job card</p> <p>PC34. Correctly sort and place the work to assist the next stage of production</p> <p>PC35. Clean and oil the machinery and report any repairs, if required</p>
Assist in Brushing	<p>PC36. Choose the tools and materials required for final brushing and get the footwear from the tag level fixing section</p> <p>PC37. Assist the operator in sorting out the footwear to ensure quality norms are adhered to</p> <p>PC38. Assist the operator in brushing the footwear to remove dirt/other particles using felt wheel/spray finishing</p> <p>PC39. Check the quality and appearance of the product as per job card</p> <p>PC40. Correctly sort and place the work to assist the next stage of production</p> <p>PC41. Keep the tools and workplace tidy</p>
Assist in Final Inspection	<p>PC42. Assist the operator in checking the footwear are as per specifications</p> <p>PC43. Check the quality and appearance of the product as per job card</p>

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Carry out supporting operations in footwear finishing

	PC44. Correctly sort and place to assist the next stage of production
Assists in Packing	PC45. Assist the operator in packing the footwear as per specifications PC46. Checks the quality and appearance of the product as per job card PC47. Correctly sort and pass the packed material to the dispatch section
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. The Organization's procedures and guidelines related to footwear manufacturing processes KA2. Common hazards in the work area and workplace procedures to deal with them KA3. Work target and review mechanism with the supervisor KA4. The different components of footwear KA5. Storage and assembly areas for different processes KA6. The various machinery and tools used for the different processes KA7. Location and process for storage and disposal of waste materials KA8. Importance of team work and harmonious working relationships
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The complete sequences of the processes involved in footwear making KB2. Styles/ design of the products currently being produced KB3. The importance of final appearance of the footwear and quality as per the specifications KB4. The process of cleaning the process and the related equipments used KB5. Importance of cleaning the footwear carefully without damaging the appearance of the product KB6. The polishing and brushing process and the related equipments used KB7. The different techniques used for polishing and brushing the footwear KB8. The different kinds of brushes/wax/cream/spray used for polishing the footwear KB9. The lacquering process and the related equipments used KB10. The process of fixing the tags and its implications, if not done correctly KB11. The final felt wheel brushing process and its importance in the final appearance of the footwear KB12. The importance of final inspection and its relevance in the finishing process of footwear KB13. The steps and various factors to be considered for the final inspection KB14. The importance of packing and dispatching of the footwear as per the specifications in the job card KB15. Common faults in tools and equipment and implications of working with faulty equipment KB16. Manufacturers' instructions
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:

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Carry out supporting operations in footwear finishing

	SA1. Write in English/ local language as applicable
	SA2. Fill up activity logs/work sheet in the prescribed format of the company as applicable
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
	SA3. Read English/ local language as applicable
	SA4. Read and understand manuals, health and safety instructions, memos, job cards etc.
B. Professional Skills	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA5. Listen actively
	SA6. Communicate effectively with operators, supervisors, managers, etc.
	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Analyse different sequence of the process and provide for appropriate assistance
	SB2. Assess the material and apply appropriate lifting and handling procedures
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB3. Confirm the instructions and seek clarifications to ensure accuracy of requirements
	SB4. Evaluate the requirements of the process and prepare for the work area
	SB5. Plan and organize cleaning of tools, equipment and machineries
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB6. Adhere to each of the process guidelines of the finishing footwear operations
	SB7. Anticipate and provide assistance in finishing of footwear as and when required
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB8. Report in case of deviations from the process
	SB9. Anticipate and notify the if there is any shortage in materials required for finishing processes in footwear
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB10. Observe mechanical processing vigilantly and report any deviations
	SB11. Evaluate the material before sorting and placing
	SB12. Identify equipment maintenance requirements and perform the maintenance procedures
	Critical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB13. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

National Occupational Standards

LSS/N3009 **Carry out supporting operations in footwear finishing**

NOS Version Control

NOS Code	LSS/N3009		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Finishing operations (assistance)	Next review date	18/06/2015

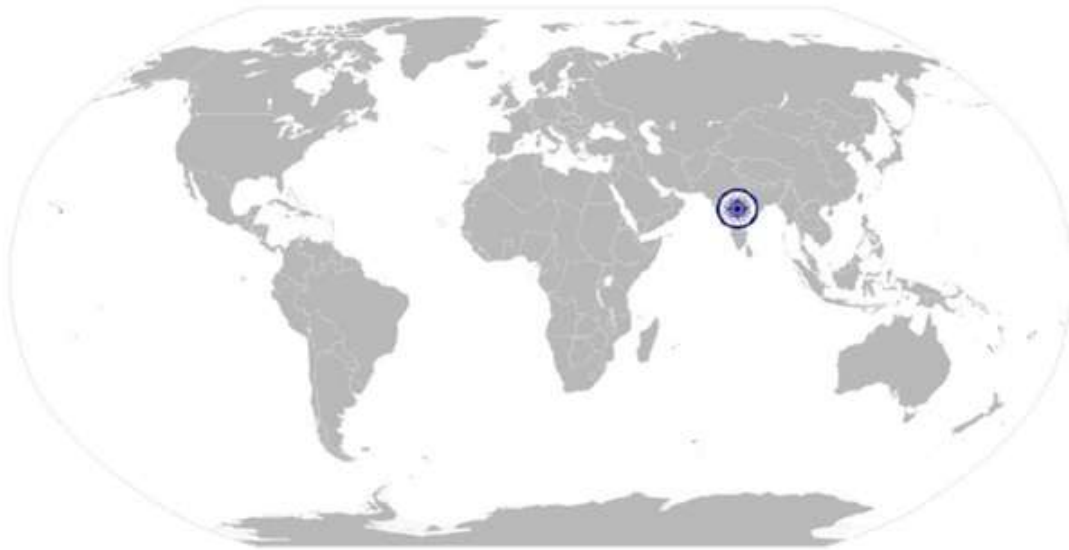
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LSS/N3010

Support to achieving product quality in footwear finishing operation

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking supporting finishing activities in footwear.

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Support to achieving product quality in footwear finishing operation

National Occupational Standard

Unit Code	LSS/N3010
Unit Title (Task)	Support to achieving product quality in footwear finishing operation
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking supporting finishing activities in footwear.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Achieving product quality
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Achieving product quality	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure materials and component parts meet specifications</p> <p>PC2. Ensure the quality of the product meets specification during production</p> <p>PC3. Maintain the required productivity and quality levels</p> <p>PC4. Carry out quality checks at agreed intervals and in the approved way</p> <p>PC5. Count and verify the number of footwear are as specified in the job card</p> <p>PC6. Report and replace faulty materials and component parts which do not meet specification</p> <p>PC7. Check for any imperfections/dust/contaminations on the footwear and report them</p> <p>PC8. Sorts the components as per the job card after polishing, buffing, level fixing, lacquering, etc. before passing it to the next stage of production</p> <p>PC9. Ensure that the quality and appearance of the footwear are not affected during materials movement</p> <p>PC10. Check for excess glue/adhesives on the vamp and clean/report them</p> <p>PC11. Checks the brand, logo, price, size and other stampings are neat and as per job card</p> <p>PC12. Maintain the continuity of production with minimum interruptions and downtime</p> <p>PC13. Identify faults in finished products and report them</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 companies quality standards</p> <p>KA2. The importance of complying with written instructions</p> <p>KA3. Types of problems with quality and how to report them to appropriate people</p> <p>KA4. Consequences of not rectifying problems</p> <p>KA5. Safe working practices and organizational procedures</p> <p>KA6. Limits of your own responsibility</p> <p>KA7. The lines of communication, authority and reporting procedures</p> <p>KA8. The organization's rules, codes and guidelines</p> <p>KB9. 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>

LSS/N3010

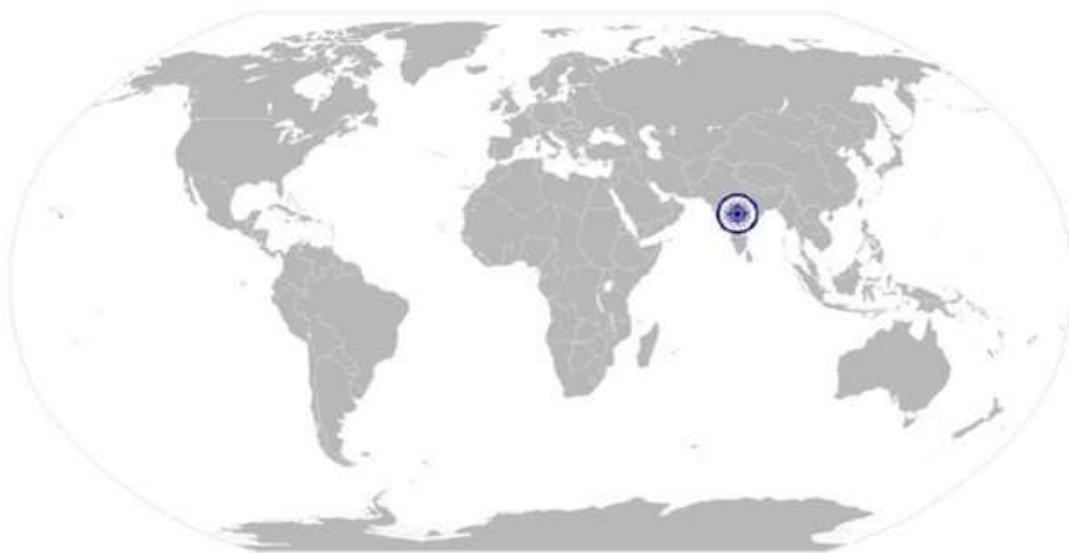
Support to achieving product quality in footwear finishing operation

	<p>KB2. The types of faults in materials and tools</p> <p>KB3. Process to identify materials which do not conform to requirements and how to report them to appropriate people</p> <p>KB4. Awareness of material/fabric / yarn types</p> <p>KB5. The causes of lost production and material wastage</p> <p>KB6. Importance of final look and appearance of the footwear</p> <p>KB7. Importance/properties of adhesives and application</p> <p>KB8. Knowledge of brushing, visual inspection and packing activities and their implications</p> <p>KB9. Process to maintain the flow of production</p> <p>KB10. The importance of achieving quality and its relation to the end user / customer</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Write in English/ local language as applicable
	SA2. Fill up activity logs/work sheet in the prescribed format of the company as applicable
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	SA3. Read English/ local language as applicable
	SA4. Read and understand manuals, health and safety instructions, memos, job cards etc.
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA5. Listen actively
	SA6. Communicate effectively with operators, supervisors, managers, etc.
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Analyse different sequence of the process and provide for appropriate assistance
	SB2. Assess the material and apply appropriate lifting and handling procedures
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB3. Confirm the instructions and seek clarifications to ensure accuracy of requirements
	SB4. Evaluate the requirements of the process and prepare for the work area
	SB5. Plan and organize cleaning of tools, equipment and machineries
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	SB6. Adhere to each of the process guidelines of the finishing footwear operations
	SB7. Anticipate and provide assistance in finishing of footwear as and when required
Problem Solving	

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Support to achieving product quality in footwear finishing operation

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



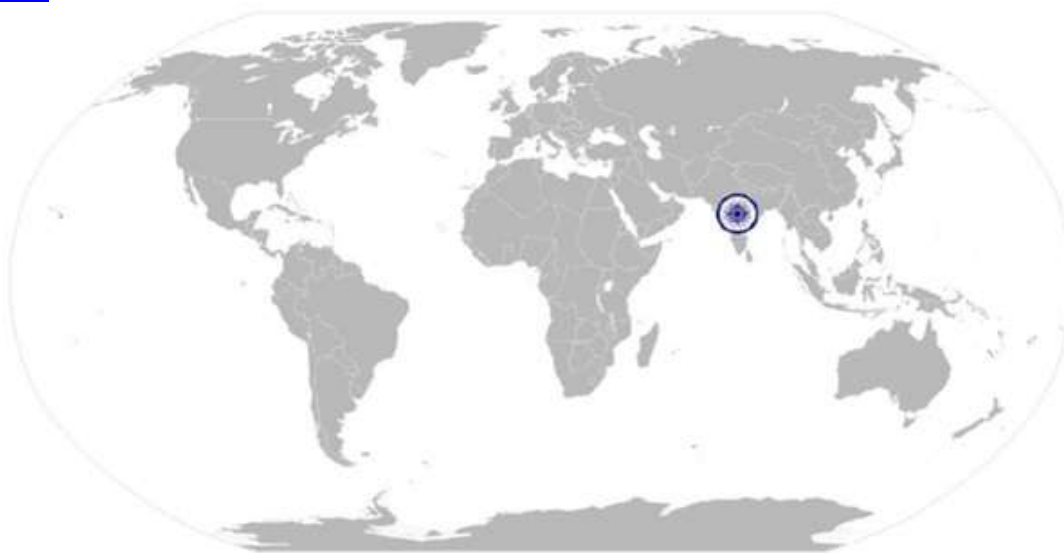
LSS/N3010

Support to achieving product quality in footwear finishing operation

NOS Version Control

NOS Code	LSS/N3010		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Finishing operations (assistance)	Next review date	18/06/2015

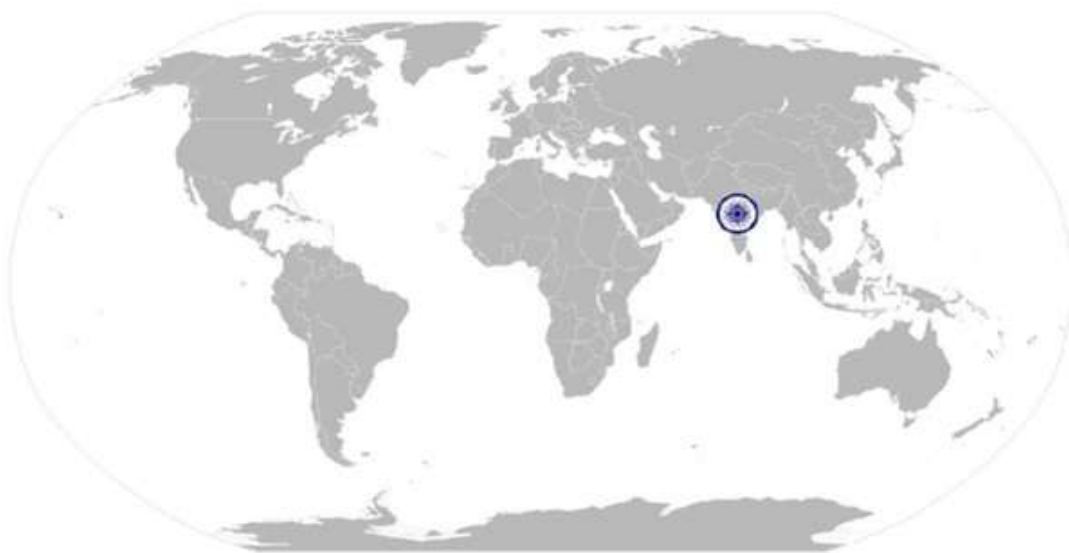
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LSS/N8501

Maintain the work area, tools and machines

National Occupational Standard



Overview

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

LSS/N8501

Maintain the work area, tools and machines

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
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. 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> <p>KA6. The lines of communication, authority and reporting procedures</p>

LSS/N8501

Maintain the work area, tools and machines

	<p>KA7. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA8. The companies quality standards</p> <p>KA9. The types of records kept, how are they completed and the importance of keeping them accurate</p> <p>KA10. The importance of complying with written instructions</p> <p>KA11. Equipment operating procedures / manufacturer's instructions</p> <p>KA12. Statutory responsibilities under Health, Safety and Environmental legislation and regulations</p> <p>KA13. The quality standards and processes followed by the organization relevant to your role</p> <p>KA14. Documentation required for reporting</p>
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> <p>SA6. Use correct technical term while interacting with supervisor</p>

LSS/N8501

Maintain the work area, tools and machines

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

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	Footwear	Last reviewed on	31/03/15
Occupation	Finishing operations (assistance)	Next review date	18/06/2015

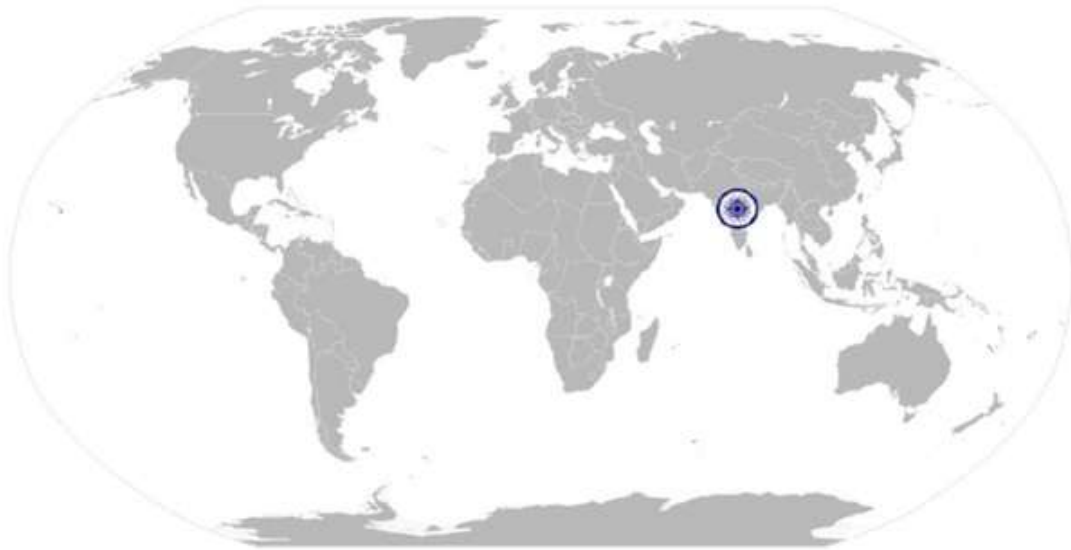
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LSS/N8601

Maintain health, safety and security at workplace

National Occupational Standard



Overview

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

LSS/N8601

Maintain health, safety and security at workplace

National Occupational Standard

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

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

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



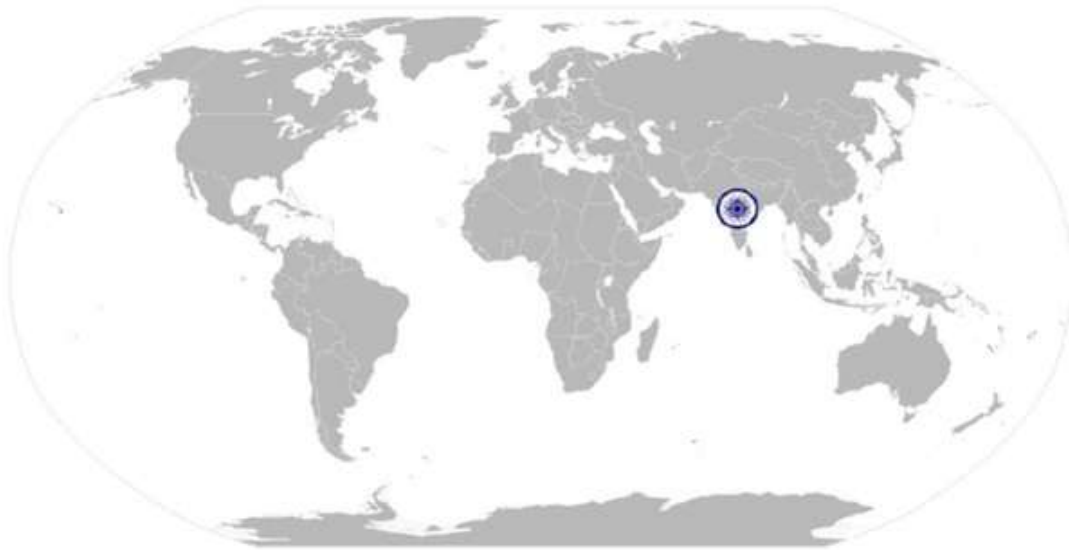
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Maintain health, safety and security at workplace

NOS Version Control

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

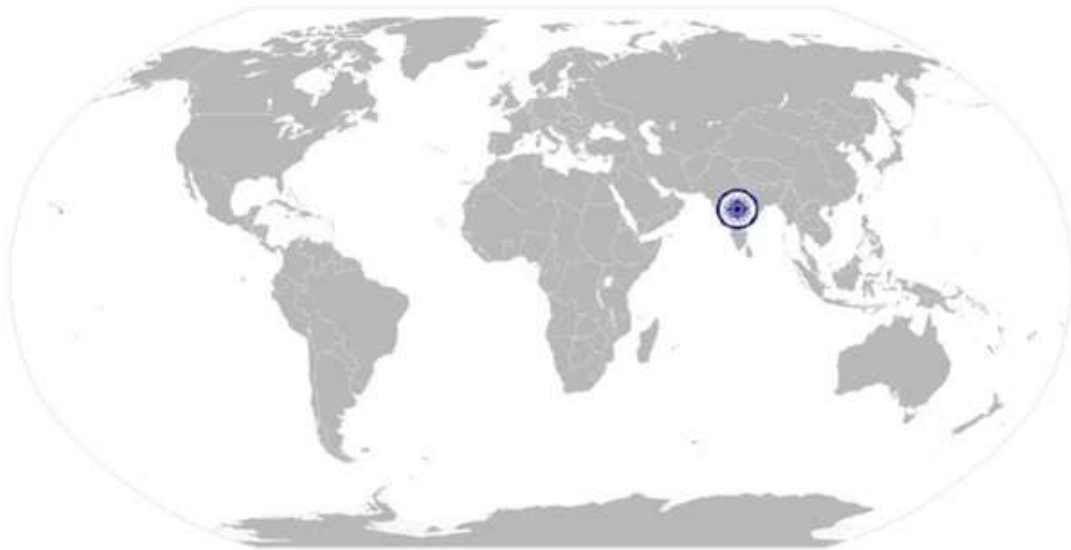
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LSS/N8701

Comply with industry, regulatory and organizational requirements

National Occupational Standard



Overview

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

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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> <p>SA3. Read and comprehend basic English to read and interpret indicators in</p>

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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

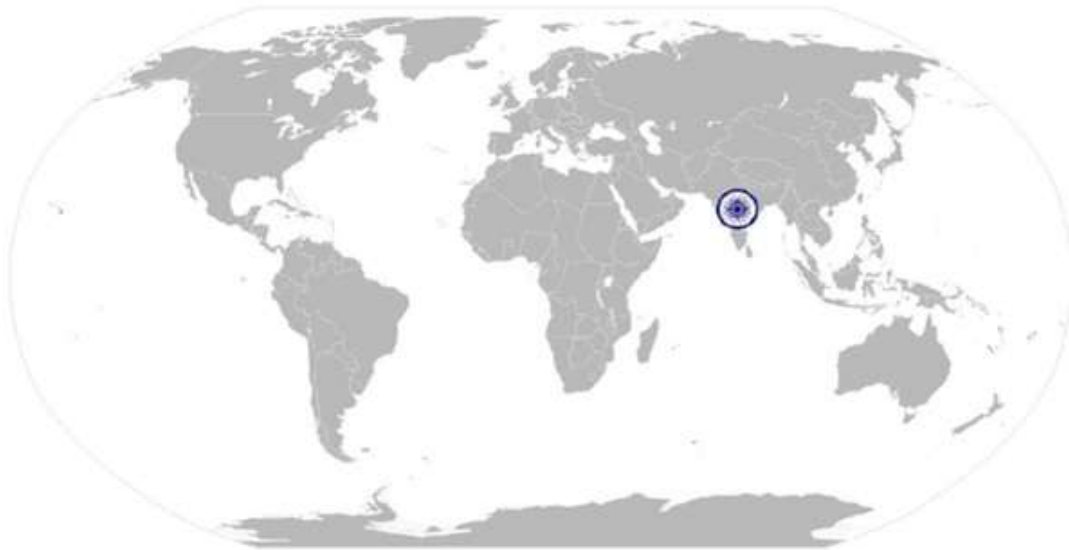
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Comply with industry, regulatory and organizational requirements

NOS Version Control

NOS Code	LSS/N8701		
Credits (NSQF)	TBD	Version number	1.0
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Occupation	Finishing operations (assistance)	Next review date	18/06/2015

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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Helper – Finishing(Footwear)

Qualification Pack Code LSS/ Q3002

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/N3009- Carry out supporting operations in footwear finishing	PC1. Follow the instructions on the work ticket/ job card	100	1	0	1
	PC2. Make sure that the work area is free from hazards and report risks/ problems likely to affect services to the relevant person promptly and accurately		1	0	1
	PC3. Support the operator in checking the materials used meet the specification matching <ul style="list-style-type: none"> • within a product • between a pair of products where applicable 		6	5	1
	PC4. Agree and review your agreed upon work targets with your supervisor		1	0	1
	PC5. Assist in carrying out foundation footwear operations safely and at a rate which maintains work flow and meets production targets		1	0	1
	PC6. Report any damaged work to the responsible person		6	5	1

	PC7. Ask questions to obtain more information on tasks when the instructions you have are unclear		1	0	1
	PC8. Anticipate and respond to requests for assistance from colleagues willingly and politely		2	0	2
	PC9. Update & develop knowledge of the products, check with others when unsure of new product details		7	5	2
	PC10. Sort and place work to assist the next stage of production and minimise the risk of damage		2	0	2
	PC11. Choose the tools and materials required for the cleaning process and get the footwear from the bottoming section		1	0	1
	PC12. Clean the footwear to remove dirt, adhesive, over spill or any contamination by hand /machine		1	0	1
	PC13. Remove the excess adhesives from the surface with brush/sponge		1	0	1
	PC14. Correctly sort and place the work to assist the next stage of production		2	0	2
	PC15. Clean the tools and keep the workplace tidy		2	0	2
	PC16. Choose the tools and materials required for polishing and brushing		1	0	1
	process and get the footwear uppers from the roughing section		7	5	2
	PC17. Assist the operator in sorting out the footwear to ensure quality norms are adhered to		2	0	2
	PC18. Assist the operator in brushing the footwear to remove dirt/other		2	0	2
	particles using brush/sponge		1	0	1
	PC19. Assist the operator in polishing the footwear for a smooth finish using wax/cream/spray/brush		7	5	2
	PC20. Assists the operator in removing any wrinkles on the footwear using hot air blower		2	0	2
	PC21. Check the quality and appearance of the product as per job card		2	0	2
	PC24. Choose the tools and materials required for lacquering and get the footwear from the polishing and brushing section		1	0	1
	PC25. Assist the operator in sorting out the footwear to ensure quality norms are adhered to		2	0	2
	PC26. Take the footwear to the operator for lacquering the footwear		2	0	2
	PC27. Check the quality and appearance of the product as per job card		2	0	2

	PC28. Correctly sort and place the work to assist the next stage of production		1	0	1
	PC29. Clean and oil the machinery and report any repairs, if required		2	0	2
	PC30. Choose the tools and materials required for tag level fixing and get the footwear from the lacquering section		2	0	2
	PC31. Assist the operator in sorting out the footwear to ensure quality norms are adhered to		2	0	2
	PC32. Assist the operator in placing the tags on the footwear		2	0	2
	PC33. Check the quality and appearance of the product as per job card		1	0	1
	PC34. Correctly sort and place the work to assist the next stage of production		2	0	2
	PC35. Clean and oil the machinery and report any repairs, if required		1	0	1
	PC36. Choose the tools and materials required for final brushing and get the footwear from the tag level fixing section		2	0	2
	PC37. Assist the operator in sorting out the footwear to ensure quality norms are adhered to		2	0	2
	PC38. Assist the operator in brushing the footwear to remove dirt/other particles using felt wheel/spray finishing		2	0	2
	PC39. Check the quality and appearance of the product as per job card		2	0	2
	PC40. Correctly sort and place the work to assist the next stage of production		1	0	1
	PC41. Keep the tools and workplace tidy		1	0	1
	PC42. Assist the operator in checking the footwear are as per specifications		6	5	1
	PC43. Check the quality and appearance of the product as per job card		1	0	1
	PC44. Correctly sort and place to assist the next stage of production		1	0	1
	PC45. Assist the operator in packing the footwear are as per specifications		1	0	1
	PC46. Checks the quality and appearance of the product as per job card		1	0	1
	PC47. Correctly sort and pass the packed material to the dispatch section		1	0	1
		Total	100	30	70
2. LSS/N3010 Support to	PC1. Ensure materials and component parts meet specifications	50	1	0	1

achieving product quality in footwear finishing operation					
	PC2. Ensure the quality of the product meets specification during production		6	5	1
	PC3. Maintain the required productivity and quality levels		1	0	1
	PC4. Carry out quality checks at agreed intervals and in the approved way		6	5	1
	PC5. Count and verify the number of footwear are as specified in the job card		1	0	1
	PC6. Report and replace faulty materials and component parts which do not meet specification		6	5	1
	PC7. Check for any imperfections/dust/contaminations on the footwear and report them		6	5	1
	PC8. Sorts the components as per the job card after polishing, buffing, level fixing, lacquering, etc. before passing it to the next stage of production		6	5	1
	PC9. Ensure that the quality and appearance of the footwear are not affected during materials movement		2	0	2
	PC10. Check for excess glue/adhesives on the vamp and clean/report them		2	0	2
	PC11. Checks the brand, logo, price, size and other stampings are neat and as per job card		6	5	1
	PC12. Maintain the continuity of production with minimum interruptions and downtime		1	0	1
	PC13. Identify faults in finished products and report them		6	5	1
			Total	50	35
3. 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		4	2	2
	PC3. Use materials to minimize waste		2	0	2
	PC4. Prepare and organize work		2	0	2
	PC5. Maintain a clean and hazard free working area		2	0	2
	PC6. Deal with work interruptions		2	1	1
	PC7. Move around the workplace with care		2	0	2
	PC8. Maintain tools and equipment		4	2	2

	PC9. Carry out running maintenance within agreed schedules		1	0	1
	PC10. Carry out maintenance and/or cleaning outside responsibility		2	0	2
	PC11. Report unsafe equipment and other dangerous occurrences		2	0	2
	PC12. Ensure that the correct machine guards are in place		3	0	3
	PC13. Work in a comfortable position with the correct posture		2	0	2
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		2	1	1
	PC15. Dispose of waste safely in the designated location		3	2	1
	PC16. Store cleaning equipment safely after use		2	1	1
	PC17. Complete and store accurate records and documentation		2	1	1
	PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working		2	1	1
	PC19. Give inputs and assist in completing documentation		1	0	1
	PC20. Report the need for maintenance and/or cleaning outside your area of responsibility		2	1	1
	PC21. Ensure safe and correct handling of materials, equipment and tools		4	2	2
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		2	1	1
		Total	50	15	35
4. LSS/N8601 Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	25	6	5	1
	PC2. Use and maintain personal protective equipment as per protocol		1	0	1
	PC3. Carry out own activities in line with approved guidelines and procedures		0.5	0	0.5
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		0.5	0	0.5
	PC5. Follow environment management system related procedures		6	5	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		1	0	1
	PC7. Report any service malfunctions that cannot be rectified		0.5	0	0.5

	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		0.5	0	0.5
	PC9. Safely handle and move waste and debris		1	0	1
	PC10. Minimize health and safety risks to self and others due to own actions		1	0	1
	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		1	0	1
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		1	0	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		1	0	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		1	0	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		1	0	1
	PC18. Follow organization procedures for shutdown and evacuation when required		1	0	1
		Total	25	10	15
5. LSS/N8701- Comply with industry, regulatory and organizational requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	25	8	5	3
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		8	5	3
	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		3	0	3
		Total	25	10	15