

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 - Finishing Operator

SECTOR:	LEATHER
SUB SECTOR:	Finished Leather
OCCUPATION:	Finishing
REFERENCE ID:	LSS/Q0803
ALIGNED TO:	NCO-2004/8265.60

Finishing Operation is the final stage in producing Finished Leather where the objective is to enhance the appearance of the leather and provide the performance characteristics expected of the finished leather.

Brief Job Description: Finishing Operator performs various finishing processes such as Staking, Buffing, Auto Spraying, etc. Finishing operator is a multi-skilled operation capable of operating various machineries and performing various processes within finishing operation.

Personal Attributes: Finishing operator must possess, technical acumen, good hand eye coordination, eye for detail, basic math and skills, good vision (including near vision, distance vision, colour vision, peripheral vision) and must be physically fit and medium built.

Qualifications Pack Code	LSS/Q0803		
Job Role	Finishing Operator		
Credits(NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	31/03/17
NSQC Clearance	18/06/2015		

Job Role	Finishing Operator
Role Description	Finishing Operator performs various finishing processes such as Staking, Buffing, Auto Spraying, etc. Finishing operator is a multi-skilled operation capable of operating various machineries and performing various processes within finishing operation.
NSQF level	4
Minimum Educational Qualifications*	Class X
Maximum Educational Qualifications*	N/A
Training (Suggested but not mandatory)	Prior training in finished leather operations preferred
Minimum Job Entry Age	18 years
Experience	Prior experience as helper in finished leather operations for a minimum of 2-3 years
Applicable National Occupational Standards (NOS)	<p>Compulsory</p> <ol style="list-style-type: none"> LSS/N0805 Carry out staking operation using machine LSS/N0806 Carry out toggling operation using machine LSS/N0807 Carry out auto spray operation using machine LSS/N0808 Carry out roll coating operation using machine LSS/N0809 Carry out plating operation using machine LSS/N0810 Carry out tumbling operation using machine LSS/N0811 Carry out measuring operation using machine LSS/N8501 Maintain the work area, tools and machines LSS/N8601 Maintain health, safety and security at workplace LSS/N8701 Comply with industry, regulatory and organizational requirements <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant OS units

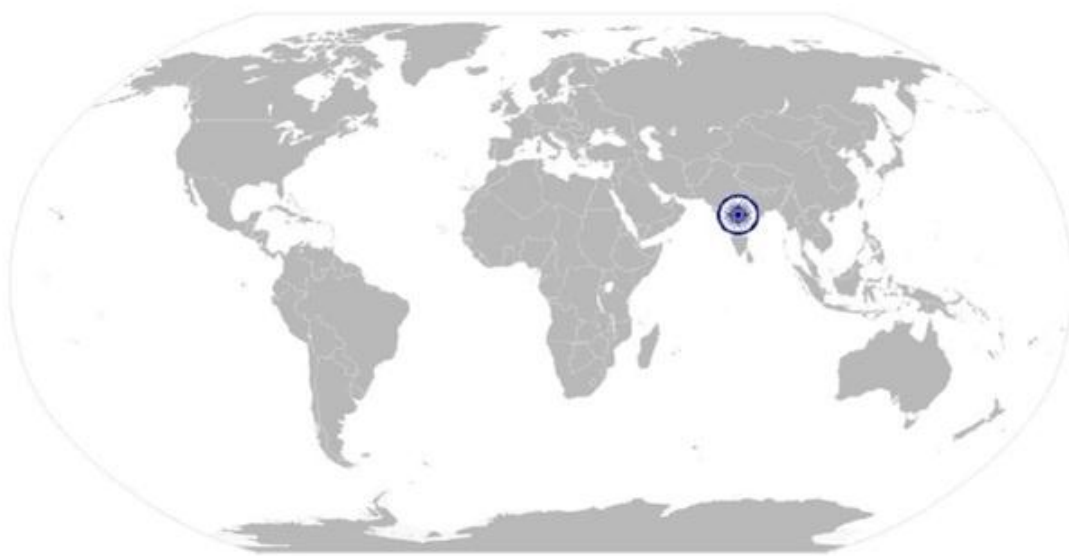
Definition

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

Acronyms

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

National Occupational Standard



Overview

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

National Occupational Standards

LSS/N0805
Carry out staking operation using machine

National Occupational Standard

Unit Code	LSS/N0805
Unit Title (Task)	Carry out staking operation using machine
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out staking operations in preparing finished leather.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Prepare for staking operation • Carryout staking operation using machine • Sorting and placing
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparation for Staking Operation	To be competent, the user/individual on the job must be able to: PC1. Ensure the work area is free from hazards as per the safety norm of the organization PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role PC4. Set the machine parameters as per the manufacturers instruction PC5. Ensure the leather
Staking Operation	PC6. Load the leather sheets on to the machine as per the operating procedure PC7. Operate the staking machine as per the manufacturers instruction PC8. Ensure the quality of the staked leather is as per the specified quality standards PC9. Manage the helpers work as per the organizational standards and requirements PC10. Ensure the sheets are prepared for the next operation as per the standards specified by the organization PC11. Ensure the staked product is free from production and handling damages
Sorting and Placing	PC12. Sort and place leather after staking operation to assist the next stage of production and minimize the risk of damage PC13. Leave work area clean, safe and secure when work is complete
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. Expectations and responsibilities of the job role KA2. The organization's rules, codes, guidelines and standards KA3. Procedures for operating assigned leather production machine KA4. Main types of hide and leather manufactured by the company KA5. Statutory responsibilities under health, safety and environmental legislation and regulations KA6. Common hazards in the work area and workplace procedures for dealing with them KA7. Importance of team work and harmonious working relationships KA8. Contact person in case of queries on procedure or products

National Occupational Standards

LSS/N0805

Carry out staking operation using machine

	KA9. Method to handle tools and equipment safely and the health and safety implications of not doing so
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The staking process</p> <p>KB2. Process to operate the various staking machine</p> <p>KB3. The organizations standard operating procedures</p> <p>KB4. The leather defects and handling defects</p> <p>KB5. Methods to identify the process and product problems</p> <p>KB6. The escalation hierarchy</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 in English/local language as applicable</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p>
	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Listen actively</p> <p>SA6. Communicate effectively with supervisors, managers, etc</p>
B. Professional Skills	Decision Making
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Analyse the defects and the procedure for dealing with it</p> <p>SB2. Take appropriate actions in terms of any deviations from the process</p>
	Plan and Organize
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Produce as per the specified productivity targets</p>
	Customer Centricity
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB4. Evaluate and assess the staking is as per customer standards</p>
	Problem Solving
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB5. Review the defects and take appropriate decision</p>
	Analytical Thinking
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB6. Diagnose common problems in the machine based on visual inspection, sound, temperature etc</p>
	Critical Thinking
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB7. Assess and control the quality standards of the product as per customer standards</p>

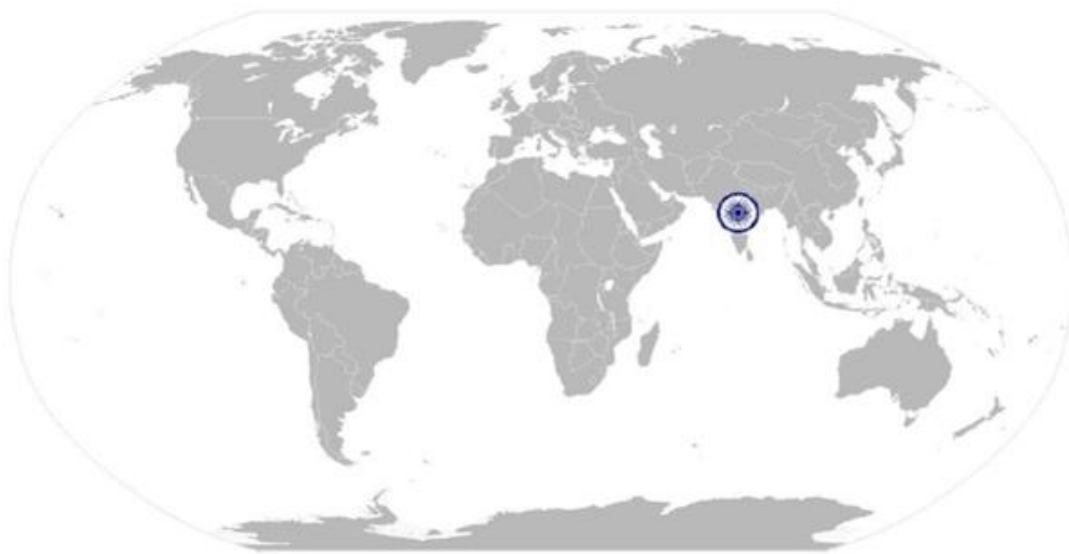
LSS/N0805

Carry out staking operation using machine

NOS Version Control

NOS Code	LSS/N0805		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

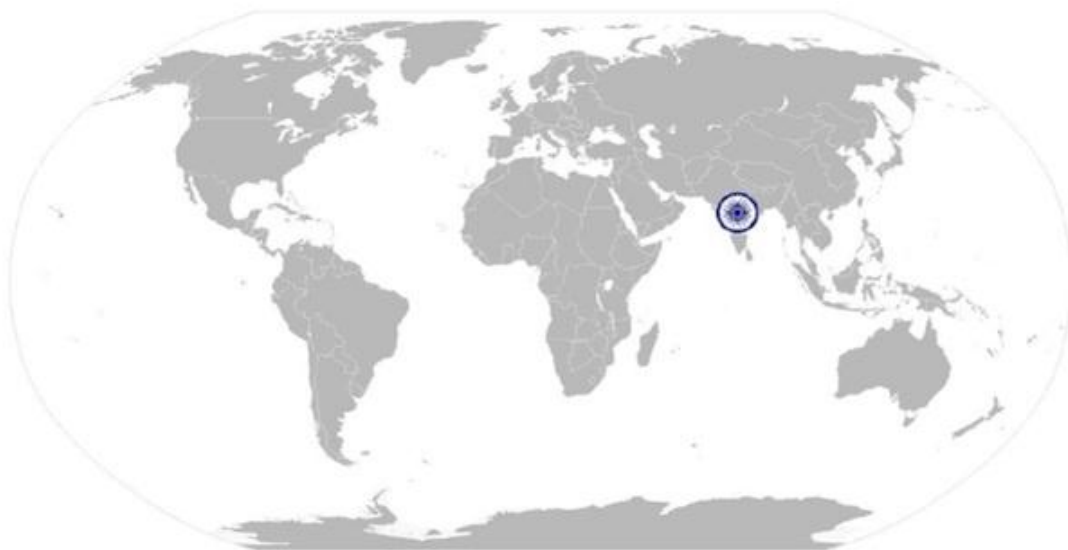
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LSS/N0806

Carry out toggling operation using machine

National Occupational Standard



Overview

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

LSS/N0806

Carry out toggling operation using machine

National Occupational Standard

Unit Code	LSS/N0806
Unit Title (Task)	Carry out toggling operation using machine
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out toggling operations in preparing finished leather.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Prepare for toggling operation • Toggling Operation • Sorting and placing
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparation for toggling operation	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure the work area is free from hazards as per the safety norm of the organization</p> <p>PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards</p> <p>PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role</p> <p>PC4. Set the toggling machine parameters as per the manufacturers instruction</p> <p>PC5. Ensure the leather sheets are free from leather defects and handling damages as per the quality standards</p> <p>PC6. Ensure the parameters are set as per the manufacturers instruction</p>
Toggling Operation	<p>PC7. Ensure the leather sheets are loaded and clipped on to the machine as per the operating procedure</p> <p>PC8. Operate the toggling machine as per the manufacturers instruction</p> <p>PC9. Ensure the quality of the toggled leather is as per the specified quality standards</p> <p>PC10. Ensure the sheets are prepared for the next operation as per the standards specified by the organization</p> <p>PC11. Ensure the toggled product is free from production and handling damages</p>
Sorting and Placing	<p>PC12. Sort and place leather after toggling operation to assist the next stage of production and minimize the risk of damage</p> <p>PC13. Leave work area clean, 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. Common hazards in the work area and workplace procedures for dealing with them</p>

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Carry out toggling operation using machine

	<p>KA7. Importance of team work and harmonious working relationships</p> <p>KA8. Contact person in case of queries on procedure or products</p> <p>KA9. 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. The toggling process</p> <p>KB2. Toggling machine operation</p> <p>KB3. Organization's standard operating procedures</p> <p>KB4. Leather defects and handling defects</p> <p>KB5. How to identify the process and product problems</p> <p>KB6. The escalation hierarchy</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. Listen actively</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p>
	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Listen actively</p> <p>SA6. Communicate effectively with supervisors, managers, etc</p>
B. Professional Skills	Decision Making
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Analyse the defects and the procedure for dealing with it</p> <p>SB2. Take appropriate actions in terms of any deviations from the process</p>
	Plan and Organize
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Produce as per the specified productivity targets</p>
	Customer Centricity
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB4. Evaluate and assess toggling is s per customer standards</p>
	Problem Solving
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB5. Review the defects and take appropriate decision</p>
	Analytical Thinking
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB6. Diagnose common problems in the machine based on visual inspection, sound, temperature etc</p>
	Critical Thinking
	<p>The user/ individual on the job needs to know and understand how to:</p>

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Carry out toggling operation using machine

	SB7. Assess and control the quality standards of the product as per customer standards
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LSS/N0806 Carry out toggling operation using machine

NOS Version Control

NOS Code	LSS/N0806		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

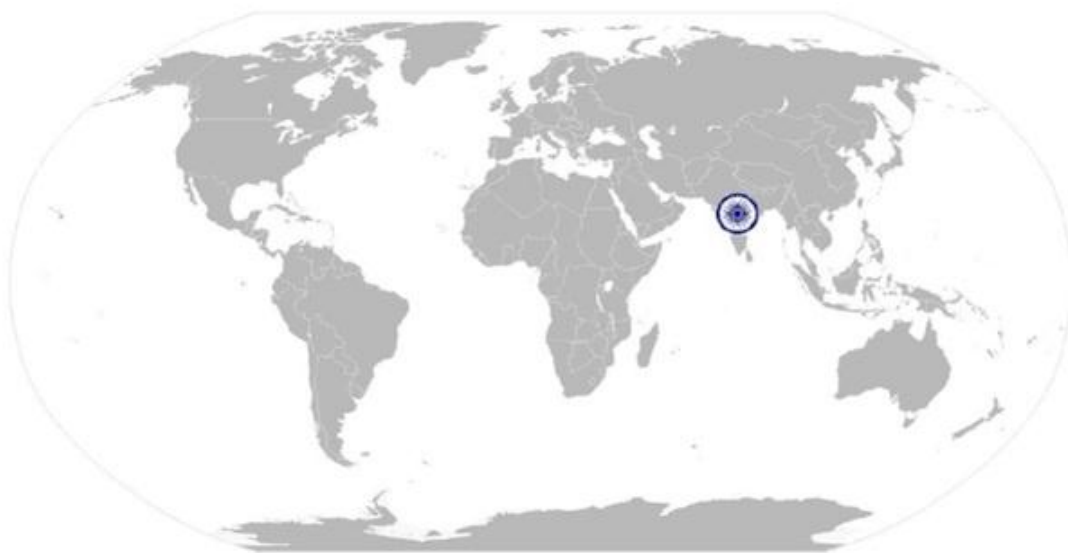
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LSS/N0807

Carry out auto spray operation using machine

National Occupational Standard



Overview

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

LSS/N0807
Carry out auto spray operation using machine

Unit Code	LSS/N0807
Unit Title (Task)	Carry out auto spray operation using machine
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out auto-spray operations in preparing finished leather.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Prepare for auto-spray operation • Auto- spray machine • Sort and place
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparation for Auto Spray Operation	To be competent, the user/individual on the job must be able to: PC1. Ensure the work area is free from hazards as per the safety norm of the organization PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role PC4. Set the auto spray machine parameters as per the manufacturers instruction PC5. Ensure the leather sheets are free from leather defects and handling damages as per
Auto Spray Operation	PC6. Load the leather sheets on to the machine as per the operating procedure PC7. Feed the color into the auto spray machine as per the operating procedure. PC8. Operate the auto spray machine as per the manufacturers instruction PC9. Ensure the quality of the colored leather is as per the specified quality standards PC10. Ensure the sheets are prepared for the next operation as per the standards specified by the organization PC11. Ensure the colored product is free from production and handling damages
Sorting and Placing	PC12. Sort and place leather after auto spray operation to assist the next stage of production and minimize the risk of damage PC13. Leave work area clean, safe and secure when work is complete
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. Expectations and responsibilities of the job role KA2. The organization's rules, codes, guidelines and standards KA3. Procedures for operating assigned leather production machine KA4. Main types of hide and leather manufactured by the company KA5. Statutory responsibilities under health, safety and environmental legislation and regulations KA6. Common hazards in the work area and workplace procedures for dealing with them

LSS/N0807

Carry out auto spray operation using machine

	<p>KA7. Importance of team work and harmonious working relationships</p> <p>KA8. Contact person in case of queries on procedure or products</p> <p>KA9. 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. The auto spraying process</p> <p>KB2. Methods to operate the auto spray machine</p> <p>KB3. The organizations standard operating procedures</p> <p>KB4. The leather defects and handling defects</p> <p>KB5. Methods to identify the process and product problems</p> <p>KB6. The escalation hierarchy</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. Listen actively</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. Communicate in the local language</p> <p>SA6. Communicate effectively with supervisors, managers, etc</p>
B. Professional Skills	Decision Making
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Analyse the defects and the procedure for dealing with it</p> <p>SB2. Take appropriate actions in terms of any deviations from the process</p>
	Plan and Organize
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Produce as per the specified productivity targets</p>
	Customer Centricity
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB4. Evaluate and assess auto spray operation is as per customer standards</p>
	Problem Solving
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB5. Review the defects and take appropriate decision</p>
	Analytical Thinking
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB6. Diagnose common problems in the machine based on visual inspection, sound, temperature etc</p>
	Critical Thinking
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB7. Assess and control the quality standards of the product as per</p>

LSS/N0807

Carry out auto spray operation using machine

customer standards



LSS/N0807 Carry out auto spray operation using machine

NOS Version Control

NOS Code	LSS/N0807		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

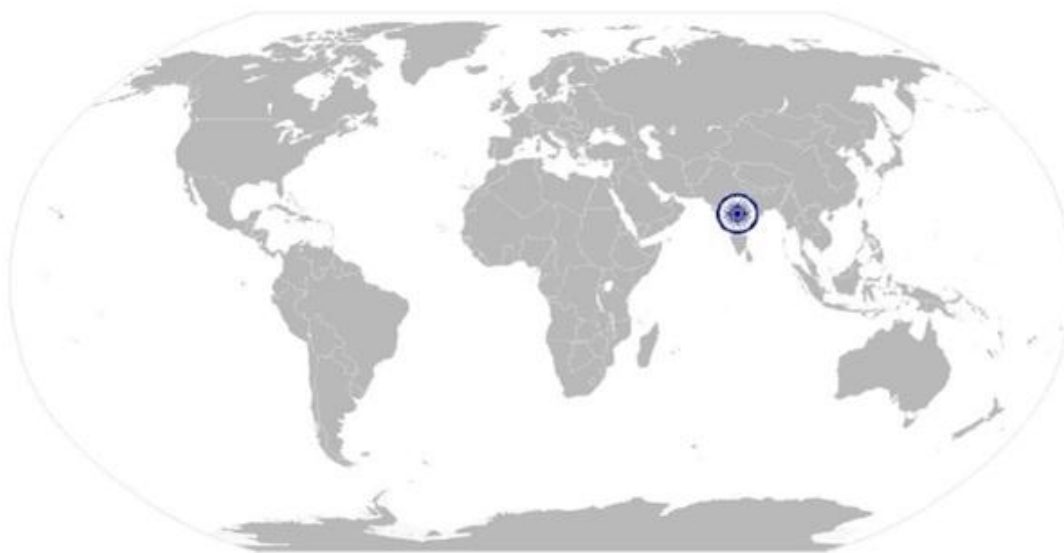
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LSS/N0808

Carry out roll coating operation using machine

National Occupational Standard



Overview

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

LSS/N0808
Carry out roll coating operation using machine

Unit Code	LSS/N0808
Unit Title (Task)	Carry out roll coating operation using machine
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out roll coating operations in preparing finished leather.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Prepare for roll coating operation • Carryout roll coating operation using roll coating machine • Sorting and placing
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparation for Roll Coating Operation	To be competent, the user/individual on the job must be able to: <p>PC1. Ensure the work area is free from hazards as per the safety norm of the organization</p> <p>PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards</p> <p>PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role</p> <p>PC4. Set the machine parameters as per the manufacturers instruction</p> <ul style="list-style-type: none"> • Roll Coating Machine • Drying Machine <p>PC5. Ensure the leather sheets are free from leather defects and handling damages as per the quality standards</p>
Roll Coating Operation	<p>PC6. Load the leather sheets on to the machine as per the operating procedure</p> <p>PC7. Operate the roll coating machine as per the manufacturers instruction</p> <p>PC8. Feed the chemicals into the roll coating machine as per the operating procedure.</p> <p>PC9. Ensure the quality of the roll coated leather is as per the specified quality standards</p> <p>PC10. Manage the helper work as per the organizational standards and requirements</p> <p>PC11. Ensure the sheets are prepared for the next operation as per the standards specified by the organization</p>
Sorting and Placing	<p>PC12. Sort and place leather after roll coating operation to assist the next stage of production and minimize the risk of damage</p> <p>PC13. Leave work area clean, safe and secure when work is complete</p>
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: <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. Common hazards in the work area and workplace procedures for</p>

LSS/N0808

Carry out roll coating operation using machine

	<p>dealing with them</p> <p>KA7. Importance of team work and harmonious working relationships</p> <p>KA8. Contact person in case of queries on procedure or products</p> <p>KA9. 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. The roll coating process</p> <p>KB2. How to operate the roll coating machine</p> <p>KB3. How chemicals/other ingredients that are fed into the roll coating machine</p> <p>KB4. The organizations standard operating procedures</p> <p>KB5. The leather defects and handling defects</p> <p>KB6. How to identify the process and product problems</p> <p>KB7. The escalation hierarchy</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 and comprehend basic English/local language</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p>
	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Listen actively</p> <p>SA6. Communicate effectively with supervisors, managers, etc</p>
B. Professional Skills	Decision Making
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Analyse the defects and the procedure for dealing with it</p> <p>SB2. Take appropriate actions in terms of any deviations from the process</p>
	Plan and Organize
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Produce as per the specified productivity targets</p>
	Customer Centricity
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB4. Evaluate and assess roll coating is as per customer standards</p>
	Problem Solving
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB5. Review the defects and take appropriate decision</p>
	Analytical Thinking
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB6. Diagnose common problems in the machine based on visual inspection, sound, temperature etc</p>

LSS/N0808

Carry out roll coating operation using machine

	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB7. Assess and control the quality standards of the product as per customer standards



LSS/N0808 Carry out roll coating operation using machine

NOS Version Control

NOS Code	LSS/N0808		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

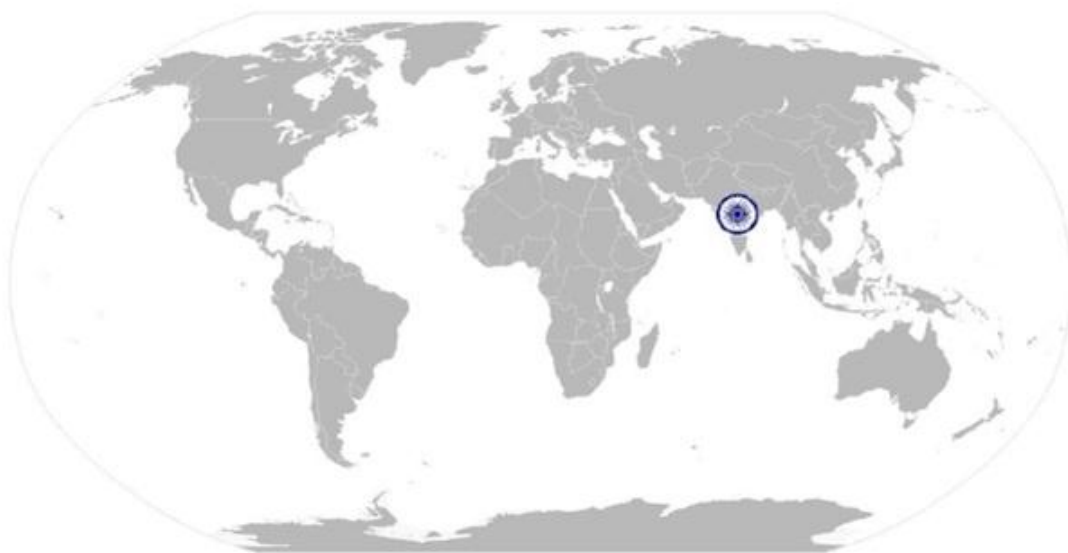
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LSS/N0809

Carry out plating operation using machine

National Occupational Standard



Overview

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

LSS/N0809
Carry out plating operation using machine
National Occupational Standard

Unit Code	LSS/N0809
Unit Title (Task)	Carry out plating operation using machine
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out plating operations in preparing finished leather.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Prepare for plating operation • Plating Operation • Sorting and placing
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparation for Plating Operation	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Ensure the work area is free from hazards as per the safety norm of the organization PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role PC4. Ensure appropriate plates are identified as per the product requirement PC5. Ensure the plate is set in the plating machine as per the manufacturers instruction PC6. Set the plating machine parameters as per the manufacturers instruction PC7. Ensure the leather sheets are free from leather defects and handling damages as per the quality standards
Plating Operation	<ul style="list-style-type: none"> PC8. Ensure the parameters are set as per the manufacturers instruction PC9. Load the leather sheets on to the machine as per the operating procedure PC10. Operate the plating machine as per the manufacturers instruction PC11. Ensure the quality of the plated leather is as per the specified quality standards PC12. Ensure the sheets are prepared for the next operation as per the standards specified by the organization PC13. Ensure the plated product is free from production and handling damages
Sorting and Placing	<ul style="list-style-type: none"> PC14. Sort and place leather after plating operation to assist the next stage of production and minimize the risk of damage PC15. Leave work area clean, safe and secure when work is complete
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Expectations and responsibilities of the job role KA2. The organization's rules, codes, guidelines and standards KA3. Procedures for operating assigned leather production machine KA4. Main types of hide and leather manufactured by the company KA5. Statutory responsibilities under health, safety and environmental legislation and regulations

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	<p>KA6. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA7. Importance of team work and harmonious working relationships</p> <p>KA8. Contact person in case of queries on procedure or products</p> <p>KA9. 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. The plating & embossing process</p> <p>KB2. How to operate the plating machine</p> <p>KB3. Various plates</p> <p>KB4. The organizations standard operating procedures</p> <p>KB5. The leather defects and handling defects</p> <p>KB6. How to identify the process and product problems</p> <p>KB7. The escalation hierarchy</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 and comprehend basic English/local language</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p>
	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Listen actively</p> <p>SA6. Communicate effectively with supervisors, managers, etc</p>
B. Professional Skills	Decision Making
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Analyse the defects and the procedure for dealing with it</p> <p>SB2. Take appropriate actions in terms of any deviations from the process</p>
	Plan and Organize
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Produce as per the specified productivity targets</p>
	Customer Centricity
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB4. Evaluate and assess plating is as per customer standards</p>
	Problem Solving
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB5. Review the defects and take appropriate decision</p>
	Analytical Thinking
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB6. Diagnose common problems in the machine based on visual inspection, sound, temperature etc</p>

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Carry out plating operation using machine

	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB7. Assess and control the quality standards of the product as per customer standards



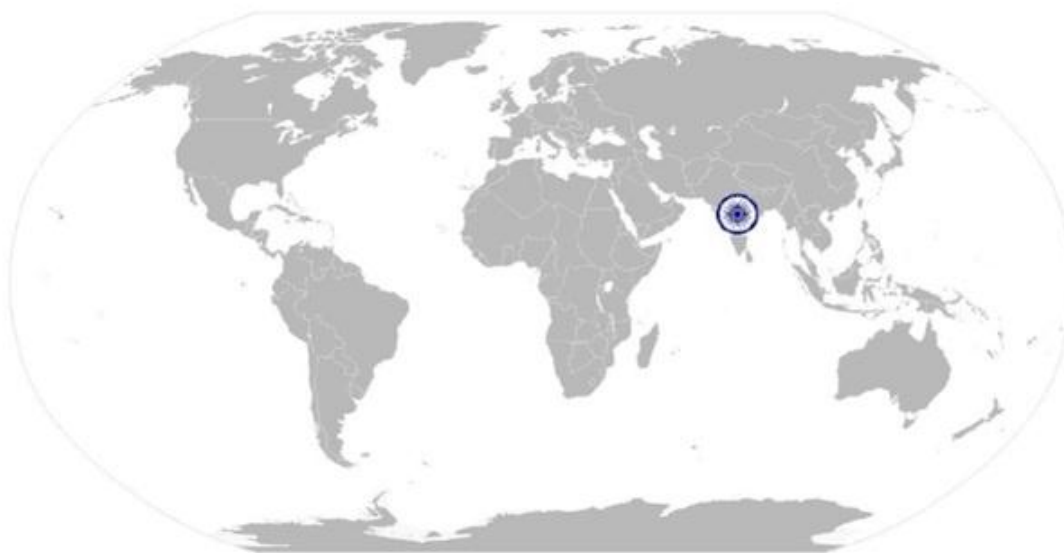
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Carry out plating operation using machine

NOS Version Control

NOS Code	LSS/N0809		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

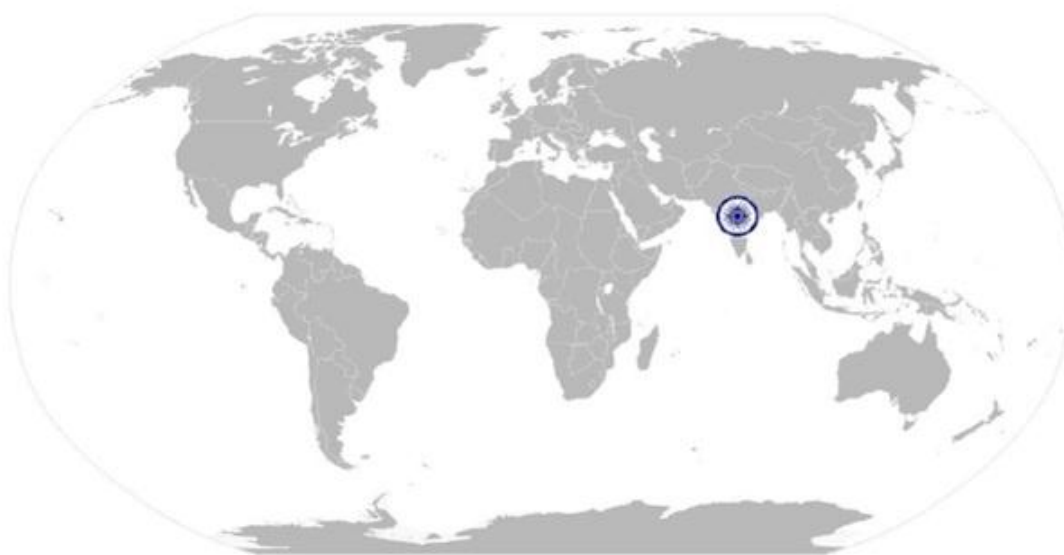
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LSS/N0810

Carry out tumbling operation using machine

National Occupational Standard



Overview

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

LSS/N0810
Carry out tumbling operation using machine
National Occupational Standard

Unit Code	LSS/N0810
Unit Title (Task)	Carry out tumbling operation using machine
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out tumbling operations in preparing finished leather.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Prepare for tumbling operation • Tumbling Operation • Sorting and placing
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparation for Tumbling Operation	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure the work area is free from hazards as per the safety norm of the organization</p> <p>PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards</p> <p>PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role</p> <p>PC4. Set the tumbling machine parameters as per the manufacturers instruction</p> <p>PC5. Ensure the leather sheets are free from leather defects and handling damages as per the quality standards</p> <p>PC6. Ensure the parameters are set as per the manufacturers instruction</p>
Tumbling Operation	<p>PC7. Ensure the leather sheets are loaded in to the machine as per the operating procedure</p> <p>PC8. Operate the tumbling machine as per the manufacturers instruction</p> <p>PC9. Ensure the quality of the tumbled leather is as per the specified quality standards</p> <p>PC10. Ensure the sheets are prepared for the next operation as per the standards specified by the organization</p> <p>PC11. Ensure the finished product is free from production and handling damages</p>
Sorting and Placing	<p>PC12. Sort and place leather after tumbling operation to assist the next stage of production and minimize the risk of damage</p> <p>PC13. Leave work area clean, 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. Common hazards in the work area and workplace procedures for dealing with them</p>

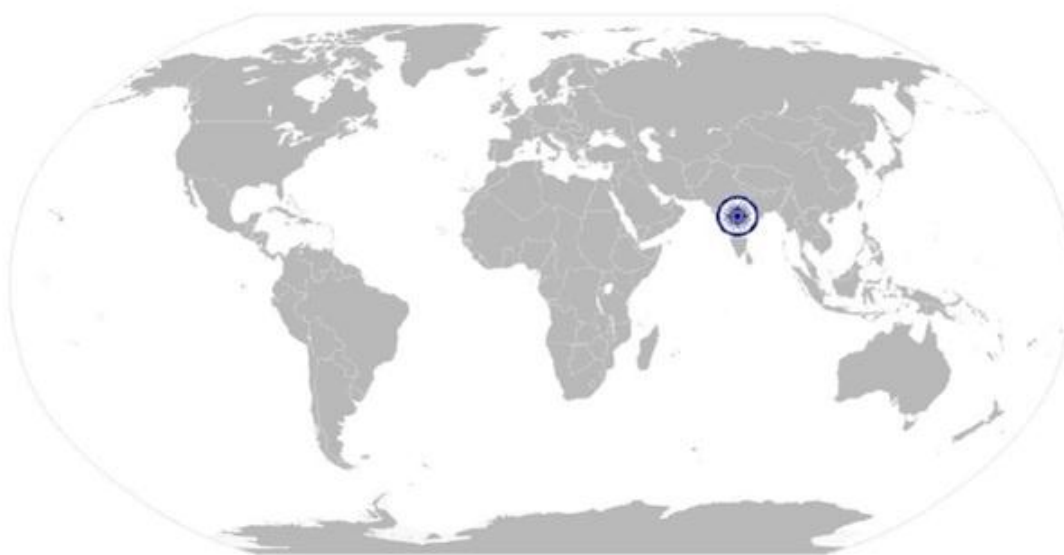
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Carry out tumbling operation using machine

	KA7. Importance of team work and harmonious working relationships KA8. Contact person in case of queries on procedure or products KA9. Method to handle tools and equipment safely and the health and safety implications of not doing so
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The tumbling process KB2. How to operate the tumbling machine KB3. The organizations standard operating procedures KB4. The leather defects and handling defects KB5. How to identify the process and product problems KB6. The escalation hierarchy
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 and comprehend basic English to read and interpret machine/operator's manuals SA4. Communicate effectively with supervisors, managers, 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. Produce as per the specified productivity targets
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB4. Evaluate and assess tumbling operation is as per customer standards
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB5. Review the defects and take appropriate decision
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB6. 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:

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Carry out tumbling operation using machine

	SB7. Assess and control the quality standards of the product as per customer standards
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Carry out tumbling operation using machine

NOS Version Control

NOS Code	LSS/N0810		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

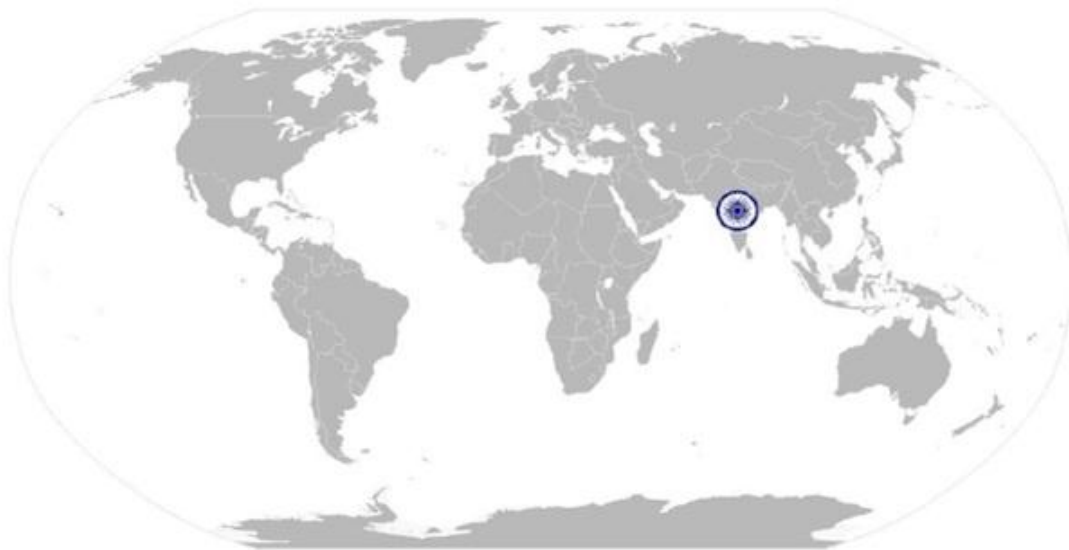
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LSS/N0811

Carry out measuring operation using machine

National Occupational Standard



Overview

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

LSS/N0811
Carry out measuring operation using machine

Unit Code	LSS/N0811
Unit Title (Task)	Carry out measuring operation using machine
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out measuring operations in preparing finished leather.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Prepare for measuring operation • Measuring operation • Sorting and placing
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparation for Measuring Operation	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure the work area is free from hazards as per the safety norm of the organization</p> <p>PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards</p> <p>PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role</p> <p>PC4. Set the measuring machine parameters as per the manufacturers instruction</p> <p>PC5. Ensure the leather sheets are free from leather defects and handling damages as per the quality standards</p>
Measuring Operation	<p>PC6. Ensure the parameters are set as per the manufacturers instruction</p> <p>PC7. Ensure the leather sheets are Loaded on to the machine as per the operating procedure</p> <p>PC8. Operate the measuring machine as per the manufacturers instruction</p> <p>PC9. Ensure the quality of the measured leather is as per the specified quality standards</p> <p>PC10. Ensure the sheets are prepared for the next operation as per the standards specified by the organization</p> <p>PC11. Ensure the finished product is free from production and handling damages</p>
Sorting and Placing	<p>PC12. Sort and place leather after measuring operation to assist the next stage of production and minimize the risk of damage</p> <p>PC13. Leave work area clean, 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. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA7. Importance of team work and harmonious working relationships</p>

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Carry out measuring operation using machine

	<p>KA8. Contact person in case of queries on procedure or products</p> <p>KA9. 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. The measurement process</p> <p>KB2. How to operate the measurement machine</p> <p>KB3. The basic math</p> <p>KB4. The metric system</p> <p>KB5. The organizations standard operating procedures</p> <p>KB6. The leather defects and handling defects</p> <p>KB7. How to identify the process and product problems</p> <p>KB8. The escalation hierarchy</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 in English/local language as applicable</p> <p>SA4. Read and comprehend basic English to read and interpret machine/operator's manual</p>
	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Listen actively</p> <p>SA6. Communicate effectively with supervisors, managers, etc</p>
B. Professional Skills	Decision Making
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Analyse the defects and the procedure for dealing with it</p> <p>SB2. Take appropriate actions in terms of any deviations from the process</p>
	Plan and Organize
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Produce as per the specified productivity targets</p>
	Customer Centricity
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB4. Evaluate and assess measuring operation as per customer requirements</p>
	Problem Solving
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB5. Review the defects and take appropriate decision</p>
	Analytical Thinking
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB6. Diagnose common problems in the machine based on visual inspection, sound, temperature etc</p>
	Critical Thinking

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Carry out measuring operation using machine

	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB7. Assess and control the quality standards of the product as per customer standards</p>
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LSS/N0811 Carry out measuring operation using machine

NOS Version Control

NOS Code	LSS/N0811		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

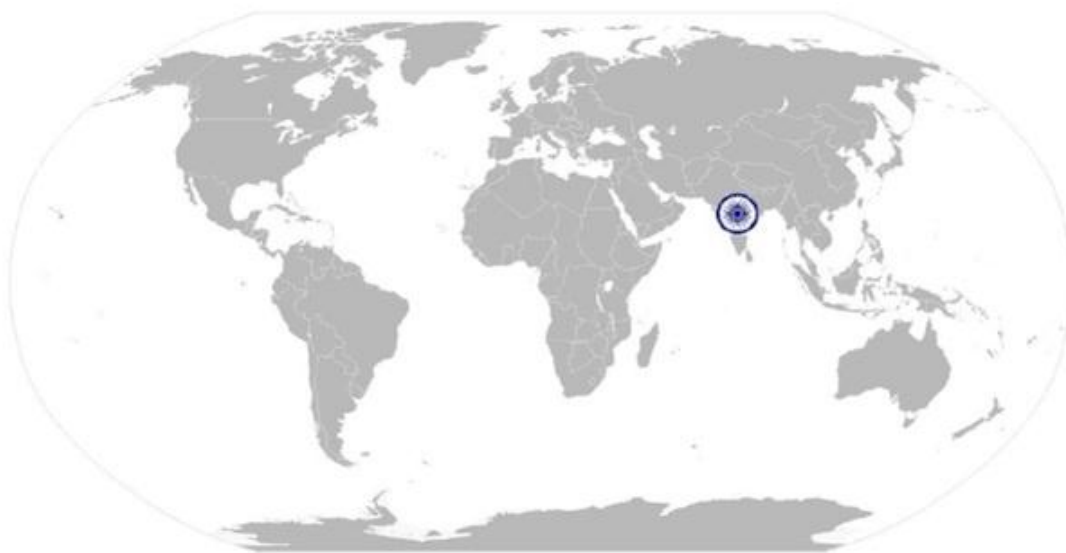
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LSS/N8501

Maintain the work area, tools and machines

National Occupational Standard



Overview

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

LSS/N8501

Maintain the work area, tools and machines

National Occupational Standard

Unit Code	LSS/N8501
Unit Title (Task)	Maintain the work area, tools and machines
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms.
Scope	<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)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organizational procedures</p> <p>KA3. Limits of 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>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications and instructions</p> <p>KB3. Relation between work role and the overall manufacturing process</p> <p>KB4. The importance of good time keeping and attendance</p> <p>KB5. The importance of minimized production costs</p> <p>KB6. The importance of taking action when problems are identified</p> <p>KB7. Different ways of minimizing waste</p> <p>KB8. The importance of running maintenance and regular cleaning</p> <p>KB9. Effects of contamination on products i.e. Machine oil, dirt</p> <p>KB10. Common faults with equipment and the method to rectify</p> <p>KB11. Maintenance procedures and manufacturer's instructions</p> <p>KB12. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB13. Different types of cleaning equipment and substances and their use</p> <p>KB14. Safe working practices for cleaning and the method of carrying them out</p> <p>KB15. The production process and the specific work activities that relate to the whole process</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards,</p> <p>SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p>
	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA4. Speak and communicate effectively to peers and supervisors</p> <p>SA5. Give clear instructions to co-workers, subordinates others</p> <p>SA6. Use correct technical term while interacting with supervisor</p>

LSS/N8501

Maintain the work area, tools and machines

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

LSS/N8501

Maintain the work area, tools and machines

NOS Version Control

NOS Code	LSS/N8501		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

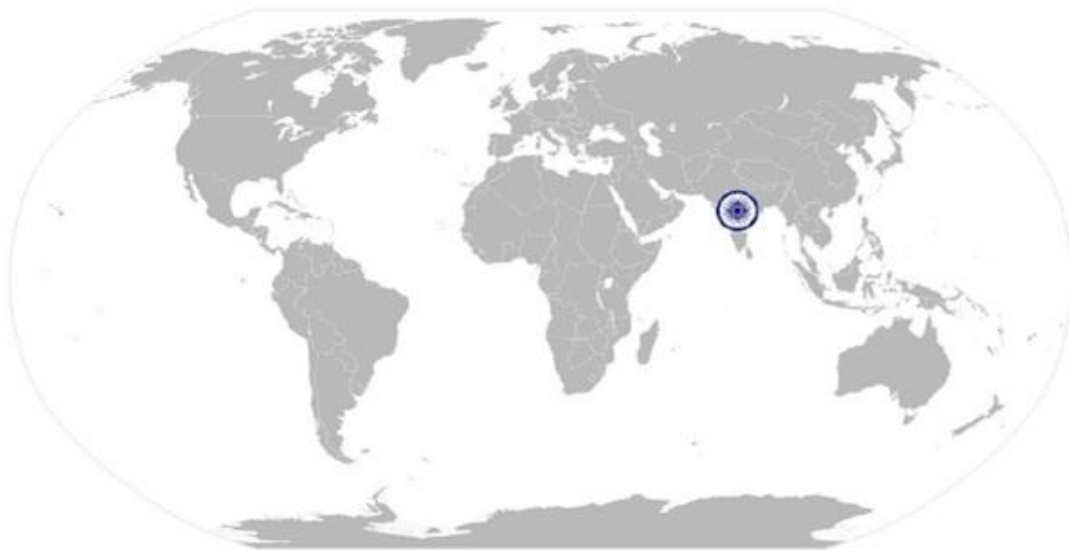
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LSS/N8601

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>

LSS/N8601

Maintain health, safety and security at workplace

company / organization and its processes)	<p>KA3. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to minimize these</p> <p>KA5. Environmental management system related procedures at the workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	<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>
B. 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
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Work with supervisors/ team mates to carry out work related tasks</p>

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	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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NOS Version Control

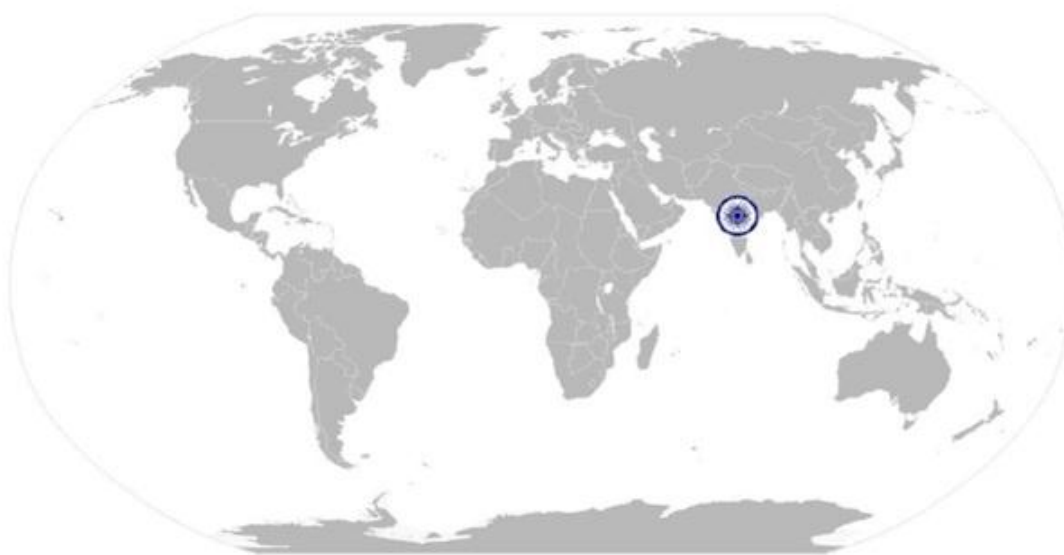
NOS Code	LSS/N8601		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

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LSS/N8701 Comply with industry, regulatory and organizational requirements

National Occupational Standard



Overview

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

LSS/N8701 Comply with industry, regulatory and organizational requirements

National Occupational Standard

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

LSS/N8701 Comply with industry, regulatory and organizational requirements

	the machine and operating manuals, job cards, visual cards, etc
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	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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NOS Version Control

NOS Code	LSS/N8701		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Finishing Operator

Qualification Pack LSS/Q0803

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 this 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/N0805 Carryout staking operation using machine	PC1. Ensure the work area is free from hazards as per the safety norm of the organization	30	1	0	1
	PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standard		1	0	1
	PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role		2	1	1
	PC4. Set the machine parameters as per the manufacturers instruction		4	0	4
	PC5. Ensure the leather is free from leather defects prior to staking operation		3	0	3
	PC6. Load the leather sheets on to the machine as per the operating procedure		4	1	3
	PC7. Operate the staking machine as per the manufacturers instruction		3	0	3

	PC8. Ensure the quality of the staked leather is as per the specified quality standards		1	0	1
	PC9. Manage the helpers work as per the organizational standards and requirements		1	0	1
	PC10. Ensure the sheets are prepared for the next operation as per the standards specified by the organization		4	1	3
	PC11. Ensure the staked product is free from production and handling damages		1	0	1
	PC12. Sort and place leather after staking operation to assist the next stage of production and minimize the risk of damage		4	1	3
	PC13. Leave work area clean, safe and secure when work is complete		1	0	1
		Total	30	4	26
2. LSS/N0806 Carryout toggling operation using machine	PC1. Ensure the work area is free from hazards as per the safety norm of the organization	30	1	0	1
	PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards		1	0	1
	PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role		1	0	1
	PC4. Set the toggling machine parameters as per the manufacturers instruction		3	0	3
	PC5. Ensure the leather sheets are free from leather defects and handling damages as per the quality standards		3	0	3
	PC6. Ensure the parameters are set as per the manufacturers instruction		3	0	3
	PC7. Ensure the leather sheets are loaded and clipped on to the machine as per the operating procedure		4	1	3
	PC8. Operate the toggling machine as per the manufacturers instruction		3	0	3
	PC9. Ensure the quality of the toggled leather is as per the specified quality standards		2	1	1
	PC10. Ensure the sheets are prepared for the next operation as per the standards specified by the organization		1	0	1

	PC11. Ensure the toggled product is free from production and handling damages		3	1	2
	PC12. Sort and place leather after toggling operation to assist the next stage of production and minimize the risk of damage		4	1	3
	PC13. Leave work area clean, safe and secure when work is complete		1	0	1
		Total	30	4	26
3. LSS/N0807 Carryout auto spray operation using machine)	PC1. Ensure the work are is free from hazards as per the safety norm of the organization	30	1	0	1
	PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards		1	0	1
	PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role		1	0	1
	PC4. Set the auto spray machine parameters as per the manufacturers instruction		4	1	3
	PC5. Ensure the leather sheets are free from leather defects and handling damages as per		3	0	3
	PC6. Load the leather sheets on to the machine as per the operating procedure		3	0	3
	PC7. Feed the color into the auto spray machine as per the operating procedure.		3	0	3
	PC8. Operate the auto spray machine as per the manufacturers instruction		4	1	3
	PC9. Ensure the quality of the colored leather is as per the specified quality standards		3	0	3
	PC10. Ensure the sheets are prepared for the next operation as per the standards specified by the organization		3	0	3
	PC11. Ensure the colored product is free from production and handling damages		1	0	1
	PC12. Sort and place leather after auto spray operation to assist the next stage of production and minimize the risk of damage		1	0	1
	PC13. Leave work area clean, safe and secure when work is complete		2	0	2
		Total	30	2	28

4. LSS/N0808 Carryout roll coating operation using machine	PC1. Ensure the work are is free from hazards as per the safety norm of the organization	30	1	0	1
	PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards		2	1	1
	PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role		1	0	1
	PC4. Set the machine parameters as per the manufacturers instruction a. Roll Coating Machine b. Drying Machine		3	0	3
	PC5. Ensure the leather sheets are free from leather defects and handling damages as per the quality standards		4	1	3
	PC6. Load the leather sheets on to the machine as per the operating procedure		3	0	3
	PC7. Operate the roll coating machine as per the manufacturers instruction		3	0	3
	PC8. Feed the chemicals into the roll coating machine as per the operating procedure.		3	0	3
	PC9. Ensure the quality of the roll coated leather is as per the specified quality standards		3	0	3
	PC10. Manage the helper work as per the organizational standards and requirements		3	0	3
	PC11. Ensure the sheets are prepared for the next operation as per the standards specified by the organization		2	0	2
	PC12. Sort and place leather after roll coating operation to assist the next stage of production and minimize the risk of damage		1	0	1
	PC13. Leave work area clean, safe and secure when work is complete		1	0	1
	Total		30	2	28
5. LSS/N0809 Carryout plating operation using machine)	PC1. Ensure the work area is free from hazards as per the safety norm of the organization	30	1	0	1

	PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards		1	0	1
	PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role		1	0	1
	PC4. Ensure appropriate plates are identified as per the product requirement		1	0	1
	PC5. Ensure the plate is set in the plating machine as per the manufacturers instruction		4	1	3
	PC6. Set the plating machine parameters as per the manufacturers instruction		3	0	3
	PC7. Ensure the leather sheets are free from leather defects and handling damages as per the quality standards		3	0	3
	PC8. Ensure the parameters are set as per the manufacturers instruction		3	0	3
	PC9. Load the leather sheets on to the machine as per the operating procedure		3	0	3
	PC10. Operate the plating machine as per the manufacturers instruction		3	0	3
	PC11. Ensure the quality of the plated leather is as per the specified quality standards		1	0	1
	PC12. Ensure the sheets are prepared for the next operation as per the standards specified by the organization		2	1	1
	PC13. Ensure the plated product is free from production and handling damages		1	0	1
	PC14. Sort and place leather after plating operation to assist the next stage of production and minimize the risk of damage		2	0	2
	PC15. Leave work area clean, safe and secure when work is complete		1	0	1
		Total	30	2	28
6. LSS/N0810 Carryout tumbling operation using machine	PC1. Ensure the work area is free from hazards as per the safety norm of the organization	30	1	0	1
	PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards		1	0	1

	PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role		1	0	1
	PC4. Set the tumbling machine parameters as per the manufacturers instruction		3	0	3
	PC5. Ensure the leather sheets are free from leather defects and handling damages as per the quality standards		3	0	3
	PC6. Ensure the parameters are set as per the manufacturers instruction		4	1	3
	PC7. Ensure the leather sheets are loaded in to the machine as per the operating procedure		3	0	3
	PC8. Operate the tumbling machine as per the manufacturers instruction		3	0	3
	PC9. Ensure the quality of the tumbled leather is as per the specified quality standards		3	0	3
	PC10. Ensure the sheets are prepared for the next operation as per the standards specified by the organization		4	1	3
	PC11. Ensure the finished product is free from production and handling damages		1	0	1
	PC12. Sort and place leather after tumbling operation to assist the next stage of production and minimize the risk of damage		2	0	2
	PC13. Leave work area clean, safe and secure when work is complete		1	0	1
		Total	30	2	28
7.LSS/N0811 Carryout measuring operation using machine	PC1. Ensure the work area is free from hazards as per the safety norm of the organization	30	1	0	1
	PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards		1	0	1
	PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role		2	1	1
	PC4. Set the measuring machine parameters as per the manufacturers instruction		3	0	3

	PC5. Ensure the leather sheets are free from leather defects and handling damages as per the quality standards		3	0	3
	PC6. Ensure the parameters are set as per the manufacturers instruction		3	0	3
	PC7. Ensure the leather sheets are Loaded on to the machine as per the operating procedure		3	0	3
	PC8. Operate the measuring machine as per the manufacturers instruction		3	0	3
	PC9. Ensure the quality of the measured leather is as per the specified quality standards		3	0	3
	PC10. Ensure the sheets are prepared for the next operation as per the standards specified by the organization		4	1	3
	PC11. Ensure the finished product is free from production and handling damages		1	0	1
	PC12. Sort and place leather after measuring operation to assist the next stage of production and minimize the risk of damage		2	1	1
	PC13. Leave work area clean, safe and secure when work is complete		1	0	1
		Total	30	3	27
8. LSS/N8501 Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	30	1	0	1
	PC2. Use correct lifting and handling procedures		4	1	3
	PC3. Use materials to minimize waste		1	0	1
	PC4. Prepare and organize work		1	0	1
	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		3	0	3
	PC11. Report unsafe equipment and other dangerous occurrences		1	0	1
	PC12. Ensure that the correct machine guards are in place		1	0	1

	PC13. Work in a comfortable position with the correct posture		3	0	3
	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		1	0	1
	PC16. Store cleaning equipment safely after use		1	0	1
	PC17. Complete and store accurate records and documentation		1	0	1
	PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working		1	0	1
	PC19. Give inputs and assist in completing documentation		1	0	1
	PC20. Report the need for maintenance and/or cleaning outside your area of responsibility		1	0	1
	PC21. Ensure safe and correct handling of materials, equipment and tools		1	0	1
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	1
		Total	30	2	28
9.LSS/N8601 Maintain health, safety and security at workplace)	PC1. Comply with health and safety related instructions applicable to the workplace	30	1	0	1
	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		1	0	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		1	0	1
	PC5. Follow environment management system related procedures		1	0	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		3	0	3
	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		4	1	3

	PC9. Safely handle and move waste and debris		1	0	1
	PC10. Minimize health and safety risks to self and others due to own actions		1	0	1
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		1	0	1
	PC12. Monitor the workplace and work processes for potential risks and threats		1	0	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	0	3
	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		3	0	3
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		2	1	1
	PC18. Follow organization procedures for shutdown and evacuation when required		1	0	1
		Total	30	2	28
10.LSS/N8701 Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	10	1	0	1
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		2	1	1
	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	1	2
	PC5. Identify and report any possible deviation to these requirements		1	0	1
		Total	10	2	8