

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 - Glazing Operator

SECTOR:	LEATHER
SUB SECTOR:	Finished Leather
OCCUPATION:	Finishing
REFERENCE ID:	LSS /Q0802
ALIGNED TO:	NCO-2004/8265.50

The glazing operation is a very crucial role in the manufacturing of finished leather. The process involves glazing/polishing leather under glazing jack to enhance colour tones and a finish in different areas of leather as needed.

Brief Job Description: The glazing operator's role entails glazing/polishing leather under glazing jack to enhance colour tones and a finish in different areas of leather as needed, after which the leather is ready for further use to make various leather products such as goods and garments, footwear, etc.

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

Qualifications Pack Code	LSS /Q0802		
Job Role	Glazing 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 on	18/06/2015		

Job Role	Glazing Operator
Role Description	The Glazing operator's role entails glazing/polishing leather under glazing jack to enhance colour tones and a finish in different areas of leather as needed, after which the leather is ready for further use to make various leather products such as goods and garments, footwear, etc.
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"> 1. LSS/N0804 Carry out glazing operation 2. LSS/N8501 Maintain the work area, tools and machines 3. LSS/N8601 Maintain health, safety and security at work 4. LSS/N8701 Comply with industry, regulatory and organizational requirements <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant OS units

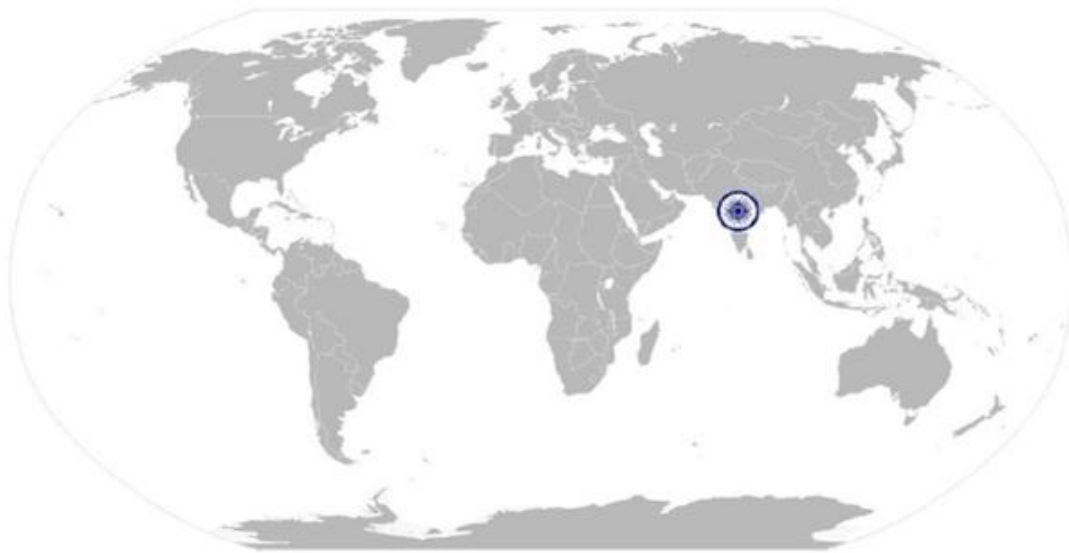
Definition

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 glazing operations in preparing finished leather.

National Occupational Standards

LSS/N0804

Carry out glazing operation

National Occupational Standard

Unit Code	LSS/N0804
Unit Title (Task)	Carry out glazing operation
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out glazing operations in preparing finished leather.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Prepare for glazing operation • Glazing operation • Sorting and placing
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Glazing Operation Preparation	To be competent, the user/individual on the job must be able to: <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Follow the instructions on the work ticket/ job card in line with the responsibilities of your job role</p> <p>PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear.</p> <p>PC4. Use the correct tools and roller for glazing like</p> <ul style="list-style-type: none"> • Glass Roller • Steel Roller <p>PC5. Check that tools and machines are safe and set up in readiness for use</p> <p>PC6. Select the correct component parts for the skin being worked on</p> <p>PC7. Check that the materials to be used are free from faults</p> <p>PC8. Ensure 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>PC9. Report faults in the materials</p> <p>PC10. Follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC11. Check with others when unsure of new product details</p> <p>PC12. Examine the specific type of roller which will be best suited for glazing different types of polishing</p>
Glazing Operation	<p>PC13. Carry out basic maintenance of own machines</p> <p>PC14. Set up glazing machine according to manufacturers' instructions and production requirements</p> <p>PC15. Identify the various types of glazing required for various types of leathers</p> <p>PC16. Set machine controls for the materials being glazed</p> <p>PC17. Perform a test run to ensure machine is operating correctly</p> <p>PC18. Adjust machine controls where necessary</p> <p>PC19. Check the machine prior to making the glazing, including:</p> <ul style="list-style-type: none"> • Correct controls • Correct attachments • Correct roller

National Occupational Standards

LSS/N0804

Carry out glazing operation

	<ul style="list-style-type: none"> Correct frequency/movement of glazing jack <p>PC20. Position the crust leather on bed of machine for glazing processes</p> <p>PC21. Operate machines safely and in accordance with guidelines</p> <p>PC22. Optimize the positioning and layout of materials to ensure a smooth and rapid process throughout</p> <p>PC23. Carry out operations at a rate which maintains work flow and meets production targets</p> <p>PC24. Conform to company quality standards</p> <p>PC25. Report any damaged work to the responsible person</p> <p>PC26. Report defective machines, tools and/or equipment to the responsible person</p> <p>PC27. Minimize and dispose of waste materials in the approved manner</p> <p>PC28. Clean and make safe machines after use</p> <p>PC29. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC30. Complete forms, records and other documentation</p>
Sorting and Placing	<p>PC31. Sort leather sheets to assist the next stage of production and minimize the risk of damage</p> <p>PC32. Leave work area safe and secure when work is complete</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Expectations and responsibilities of the job role</p> <p>KA2. The organization's rules, codes, guidelines and standards</p> <p>KA3. Statutory responsibilities under health, safety and environmental legislation and regulations</p> <p>KA4. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA5. Importance of team work and harmonious working relationships</p> <p>KA6. Contact person in case of queries on procedure or products</p> <p>KA7. 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. Various types of leather and various types of glazing/polishing required by each of these types</p> <p>KB2. Glazing process and its significance</p> <p>KB3. Procedures for operating assigned leather production machine</p> <p>KB4. Various types of rollers used for polishing</p> <p>KB5. Various steps involved in finishing operations</p> <p>KB6. Knowledge of tools and equipment related to glazing</p> <p>KB7. Appearance of leather after successful completion of the finishing operation processes</p> <p>KB8. Continuously check quality and recognize and isolate deviations from normal</p> <p>KB9. Material disposal procedure</p> <p>KB10. Manufacturers' instructions</p>

National Occupational Standards

LSS/N0804

Carry out glazing operation

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 in English/local language as applicable SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	Oral Communication (Listening and Speaking Skills)
B. Professional Skills	The user/ individual on the job needs to know and understand how to: SA5. Listen actively SA6. Communicate effectively with supervisors, managers, etc
	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. Analyse the defects and the procedure for dealing with it SB2. Take appropriate actions in terms of any deviations from the process
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB3. Work according to the required schedule and location SB4. Plan for regular maintenance on a daily basis before machine operations
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB5. Evaluate and assess glazing operation as per customer standards
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB6. Review the defects and take appropriate decision
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB7. 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: SB8. Assess and control the quality standards of the product as per customer standards

National Occupational Standards

LSS/N0804

Carry out glazing operation

NOS Version Control

NOS Code	LSS/N0804		
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
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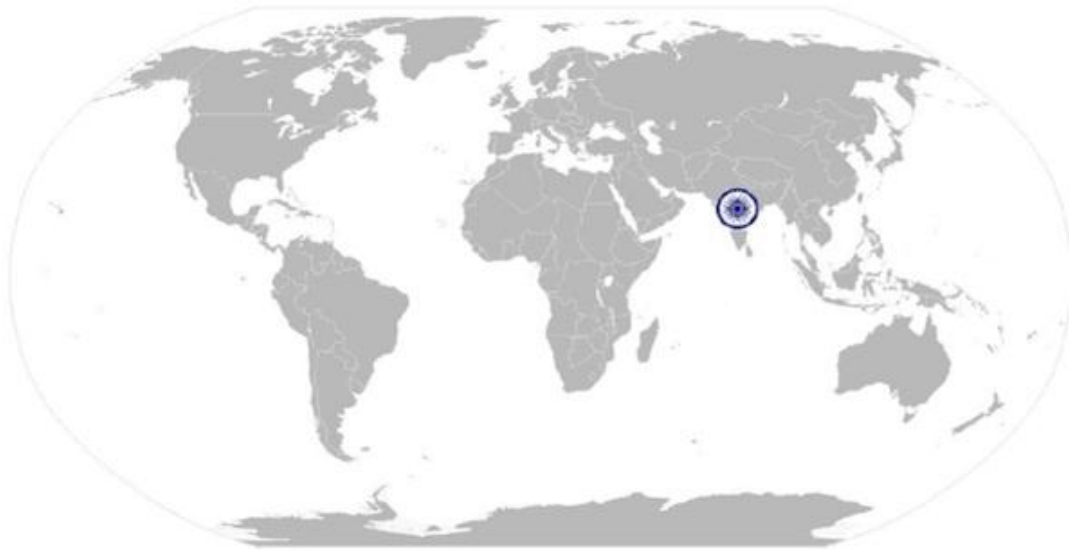
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LSS/N8501

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
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

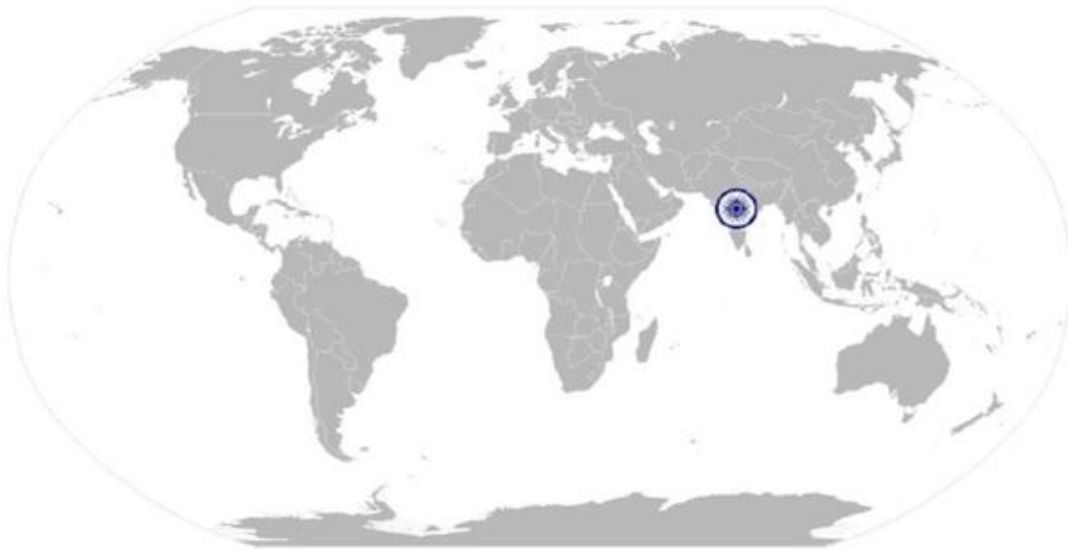
LSS/N8501

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

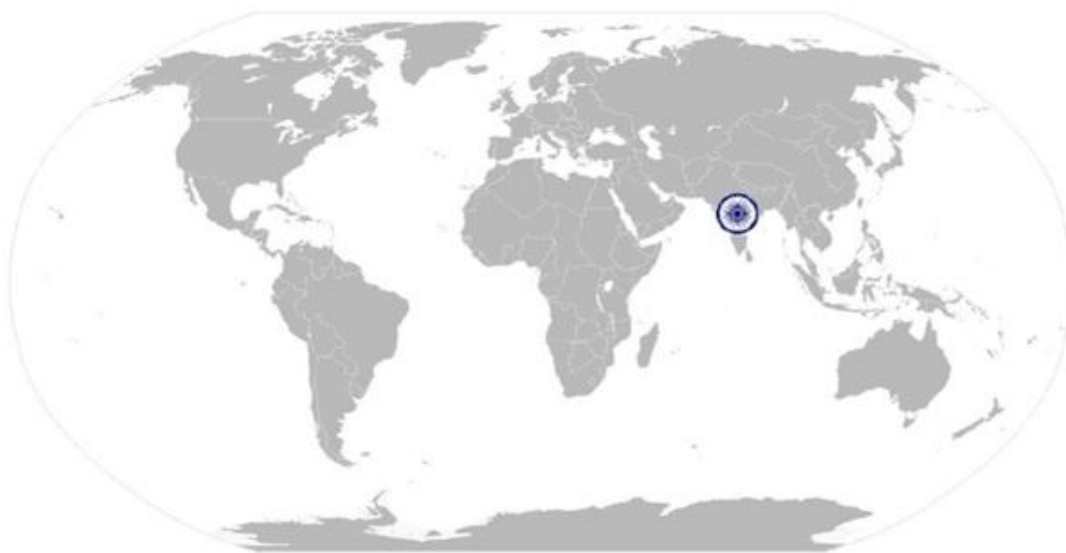
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LSS/N8601

Maintain health, safety and security at work

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 work

National Occupational Standard

Unit Code	LSS/N8601
Unit Title (Task)	Maintain health, safety and security at work
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. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organizational procedures</p>

LSS/N8601

Maintain health, safety and security at work

company / organization and its processes)	<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> <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. 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</p>

LSS/N8601

Maintain health, safety and security at work

	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 organizational SB2. Evaluate and use correct PPE and other safety gear while at the workplace
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB3. Work with supervisors/ team mates to carry out work related tasks SB4. Plan work according to the required schedule SB5. Keep work area free from potential hazards
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB6. Ensure and follow organizational procedures pertaining to health and safety are followed
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB7. Take appropriate actions during emergencies, accidents or fire at the workplace SB8. Resolve issues pertaining to malfunctions in machineries and report if required
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. Identify emergency situations SB10. Identify cause effect relationship for the emergencies
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB11. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

LSS/N8601 Maintain health, safety and security at work

NOS Version Control

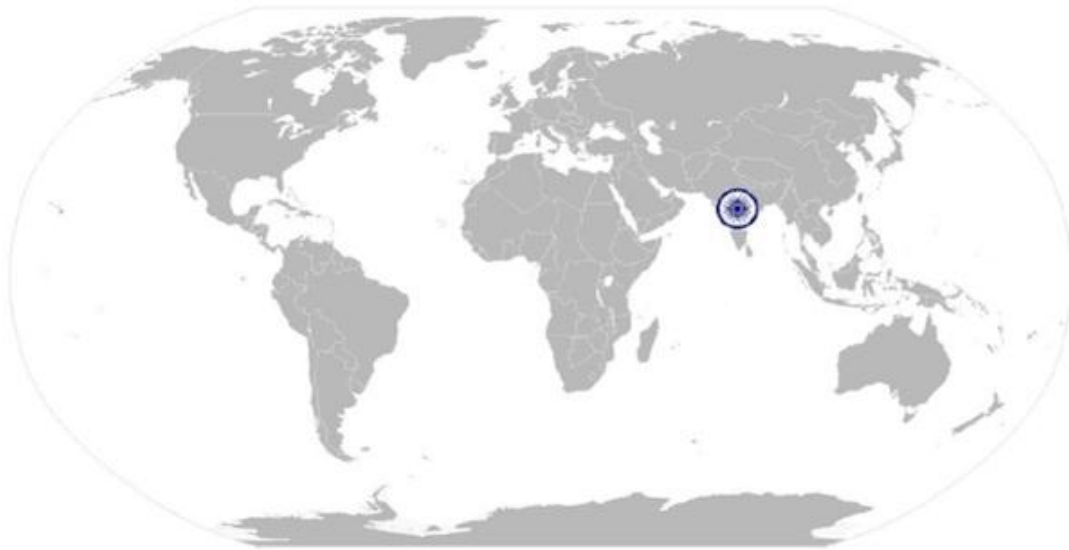
NOS Code	LSS/N8601		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

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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	<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 the machine and operating manuals, job cards, visual cards, etc</p>

LSS/N8701 Comply with industry, regulatory and organizational requirements

	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)
B. Professional Skills	The user/ individual on the job needs to know and understand how to: SA6. Positively influence the team members into following procedures
	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

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 Glazing Operator (Finished Leather)

Qualification Pack LSS/Q0802

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, the trainee is eligible to take subsequent assessment on the balance NOS to pass the Qualification Pack

NOS	PC	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
1.LSS/N0804 (Carry out glazing operation)	PC1. Make sure the work area is free from hazards	70	2	0	2
	PC2. Follow the instructions on the work ticket/ job card in line with the responsibilities of your job role		2	0	2
	PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear		2	1	1
	PC4. Use the correct tools and roller for glazing like • Glass Roller • Steel Roller		2	0	2
	PC5. Check that tools and machines are safe and set up in readiness for use		2	0	2

	PC6. Select the correct component parts for the skin being worked on
	PC7. Check that the materials to be used are free from faults
	PC8. Ensure the materials used meet the specification matching • Within a product • Between a pair of products where applicable
	PC9. Report faults in the materials
	PC10. Follow company reporting procedures about defective tools and machines which affect work and report risks/problems likely to affect services to the relevant person promptly and accurately
	PC11. Check with others when unsure of new product details
	PC12. Examine the specific type of roller which will be best suited for glazing different types of polishing
	PC13. Carry out basic maintenance of own machines
	PC14. Set up glazing machine according to manufacturers' instructions and production requirements
	PC15. Identify the various types of glazing required for various types of leathers
	PC16. Set machine controls for the materials being glazed
	PC17. Perform a test run to ensure machine is operating correctly
	PC18. Adjust machine controls where necessary

2	0	2
3	1	2
2	0	2
1	0	1
2	1	1
2	1	1
2	0	2
2	0	2
2	0	2
3	1	2
2	0	2
3	1	2
2	0	2

	PC19. Check the machine prior to making the glazing, including: • Correct controls • Correct attachments • Correct roller • Correct frequency/movement of glazing jack
	PC20. Position the crust leather on bed of machine for finishing processes
	PC21. Operate machines safely and in accordance with guidelines
	PC22. Optimize the positioning and layout of materials to ensure a smooth and rapid process throughout
	PC23. Carry out operations at a rate which maintains work flow and meets production targets
	PC24. Conform to company quality standards
	PC25. Report any damaged work to the responsible person
	PC26. Report defective machines, tools and/or equipment to the responsible person
	PC27. Minimize and dispose of waste materials in the approved manner
	PC28. Clean and make safe machines after use
	PC29. Report risks/problems likely to affect services to the relevant person promptly and accurately
	PC30. Complete forms, records and other documentation

2	0	2
2	0	2
2	0	2
3	1	2
2	0	2
2	0	2
3	1	2
2	0	2
3	1	2
2	0	2
2	0	2
2	0	2

	PC31. Sort leather sheets to assist the next stage of production and minimize the risk of damage		3	1	2
	PC32. Leave work area safe and secure when work is complete		2	0	2
		Total	70	10	60
2. LSS/N8501 (Maintain the work area, tools and machines)	PC1. Handle materials, machinery, equipment and tools safely and correctly	50	3	0	3
	PC2. Use correct lifting and handling procedures		3	0	3
	PC3. Use materials to minimize waste		3	1	2
	PC4. Prepare and organize work		3	1	2
	PC5. Maintain a clean and hazard free working area		3	1	2
	PC6. Deal with work interruptions		3	1	2
	PC7. Move about the workplace with care		2	0	2
	PC8. Maintain tools and equipment		2	0	2
	PC9. Carry out running maintenance within agreed schedules		3	0	3
	PC10. Carry out maintenance and/or cleaning outside responsibility		2	0	2
	PC11. Report unsafe equipment and other dangerous occurrences		3	1	2
	PC12. Ensure that the correct machine guards are in place		3	0	3
	PC13. Work in a comfortable position with the correct posture		3	1	2
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		3	0	3
	PC15. Dispose of waste safely in the designated location		3	1	2
	PC16. Store cleaning equipment safely after		2	0	2

	use				
	PC17. Carry out cleaning according to schedules and limits of responsibility		3	1	2
	PC18. Complete and store accurate records and documentation		3	0	3
		Total	50	8	42
3.LSS/N8601 (Maintain health, safety and security at work)	PC1. Comply with health and safety related instructions applicable to the workplace	40	3	0	3
	PC2. Use and maintain personal protective equipment as per protocol		3	1	2
	PC3. Carry out own activities in line with approved guidelines and procedures		2	0	2
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	1	2
	PC5. Follow environment management system related procedures		3	0	3
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		3	1	2
	PC7. Report any service malfunctions that cannot be rectified		2	0	2
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		2	0	2
	PC9. Safely handle and move waste and debris		3	1	2
	PC10. Minimize health and safety risks to self and others due to own actions		2	0	2
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		2	0	2

	PC12. Monitor the workplace and work processes for potential risks and threats		2	0	2
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	1	2
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		2	0	2
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		3	0	3
	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	0	2
	PC18. Follow organization procedures for shutdown and evacuation when required		2	0	2
	Total		45	5	40
4. LSS/N8701 (Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	15	3	0	3
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		4	1	3
	PC3. Apply and follow these policies and procedures within the work practices		2	0	2
	PC4. Provide support to the supervisor and team members in enforcing these considerations		3	1	2
	PC5. Identify and report any possible deviation to		3	0	3

	these requirements				
		Total	15	2	13