

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:	Footwear
OCCUPATION:	Finishing
REFERENCE ID:	LSS/Q3001
ALIGNED TO:	NCO-2004/8266.50

Finishing Operation is the final stage of footwear operations, where the objective is to enhance the appearance of the footwear and ready the product for packing and dispatch.

Brief Job Description: The Finishing Operator is primarily responsible for performing the final finishing operations for the footwear post lasting. He/ She performs the final cleaning, polishing and brushing, tag level fixing, edge trimming and quality inspection. He/ She is responsible for ensuring the footwear meets the client specifications.

Personal Attributes: He/ She should have good hand eye coordination, finger dexterity and fluidity of motion. Good eyesight would be an advantage. They should have perseverance and accuracy in their work.

Qualifications Pack Code	LSS/Q3001		
Job Role	Finishing Operator		
Credits(NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	31/03/17
NSQC Clearance on	18/06/2015		

Job Role	Finishing Operator
Role Description	The Finishing Operator is primarily responsible for performing the final finishing operations for the footwear post lasting. He/ She performs the final cleaning, polishing and brushing, tag level fixing, edge trimming and quality inspection. He/ She is responsible for ensuring the footwear meets the client specifications.
NSQF level	4
Minimum Educational Qualifications*	Class V
Maximum Educational Qualifications*	N/A
Training (Suggested but not mandatory)	Prior training in footwear manufacturing preferred
Minimum Job Entry Age	18 years
Experience	Prior experience as helper in footwear manufacturing for a minimum of 2-3 years
Applicable National Occupational Standards (NOS)	Compulsory <ol style="list-style-type: none"> LSS/N3001 Carry out cleaning of the footwear LSS/N3002 Carry out trimming process LSS/N3003 Carry out sock insertion LSS/N3004 Carry out top line forming operation LSS/N3005 Carry out heat activation process LSS/N3006 Carry out stamping/embossing operation LSS/N3007 Carry out polishing of the footwear LSS/N3008 Carry out final inspection and packing of the footwear LSS/N8501 Maintain the work area, tools and machines LSS/N8601 Maintain health, safety and security at workplace LSS/N8701 Comply with industry, regulatory and organizational requirements Optional: N.A.
Performance Criteria	As described in the relevant OS units

Definition

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

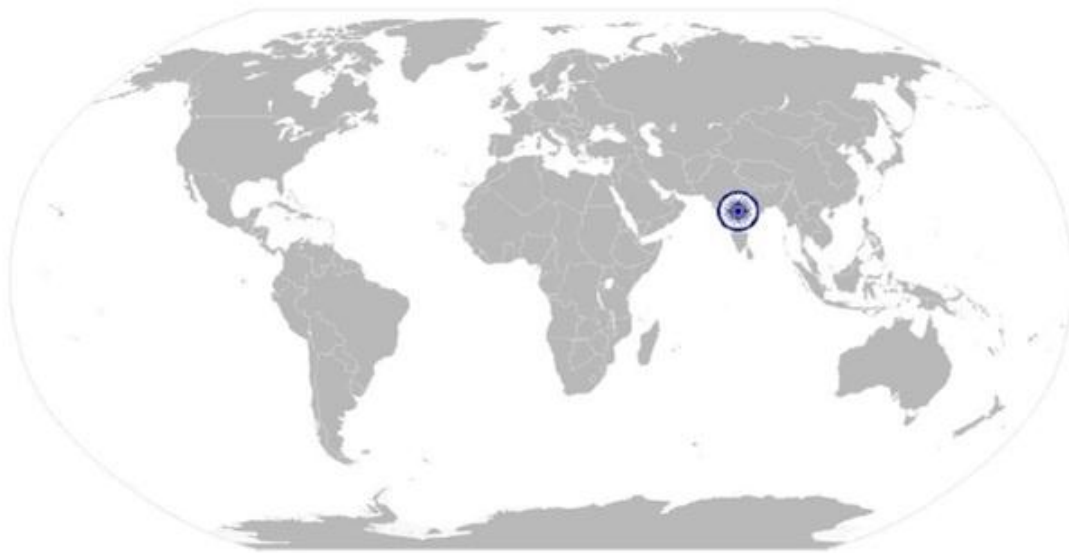
Acronyms

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

LSS/N3001

Carry out cleaning of the footwear

National Occupational Standard



Overview

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

LSS/N3001

Carry out cleaning of the footwear

National Occupational Standard

Unit Code	LSS/N3001
Unit Title (Task)	Carry out cleaning of the footwear
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out cleaning activities within finishing operations for footwear.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Preparing for the work Performing the cleaning Performing visual Inspection, sorting and placing Reporting and documentation
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparatory Work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role</p> <p>PC3. Select and sort the tools and materials for the work</p> <p>PC4. Setup the equipment and tools as per the job requirement</p> <p>PC5. Make sure that tools are safe and clean to use on the material</p> <p>PC6. Minimize wastage</p> <p>PC7. Dispose of waste materials safely and return re-useable materials</p>
Cleaning of the footwear	<p>PC8. Clean the footwear carefully to remove any residues of delasting</p> <p>PC9. Make sure that any holes on the surface of the footwear is covered by applying wax with cotton brush</p> <p>PC10. Ensure any residues from glue are removed from the insole attachment</p> <p>PC11. Remove all glue residues with a hand brush from the inside part of the footwear</p> <p>PC12. Inspect the inner part of the footwear for any visible dirt or smudges and is clean</p> <p>PC13. Conduct a final cleaning of the footwear after the finishing process</p>
Post Cleaning Visual Inspection, Sorting & Placing	<p>PC14. Conduct a quality check to verify whether the footwear conforms to client specifications</p> <p>PC15. Sort and keep aside rejected footwear, if any</p> <p>PC16. Sort and place work to assist the next stage of production and minimize the risk of damage</p>
Reporting & Documentation	<p>PC17. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC18. Report defects in the tools and equipment that one do not have the authority to repair</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company /	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Details of the various job roles and responsibilities</p> <p>KA2. Responsibilities and line of reporting within the work area</p> <p>KA3. Protocol to obtain more information on work related tasks</p>

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Carry out cleaning of the footwear

organization and its processes)	<p>KA4. Organizational policies and procedures</p> <p>KA5. Work target and review mechanism with supervisor</p> <p>KA6. Protocol and format for reporting work related risks/ problems</p> <p>KA7. Contact person in case of queries on procedure or products</p> <p>KA8. Common hazards in the work area and procedures for dealing with them</p> <p>KA9. Procedures for handling the tools and equipment</p> <p>KA10. Procedures with regard to material re-usage and disposal</p> <p>KA11. Quality standards and the reporting procedures</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. All the components of the footwear</p> <p>KB2. Different types of leather and its properties</p> <p>KB3. The various steps involved in footwear finishing operations</p> <p>KB4. The importance of the finishing process and its implications on the final quality and appearance of the footwear</p> <p>KB5. The importance of cleaning and the implications of not doing it properly</p> <p>KB6. Various steps involved in the cleaning process</p> <p>KB7. The various methods of cleaning the footwear</p> <p>KB8. The various tools and equipment used for cleaning the footwear</p> <p>KB9. The properties of wax and other cleaning materials</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 basic 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 cleaning is as per customer standards</p>

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Carry out cleaning of the footwear

	SB5. Perform cleaning activity to ensure customer satisfaction
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB6. Review the defects and take appropriate action
	SB7. Report problems that you cannot resolve to appropriate authority
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB8. Diagnose common problems in the machine/ tools based on visual inspection, sound , temperature etc
	SB9. Apply balanced judgement to different situations
	Critical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB10. Assess and control the quality standards of the product as per customer standards



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Carry out cleaning of the footwear

NOS Version Control

NOS Code	LSS/N3001		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

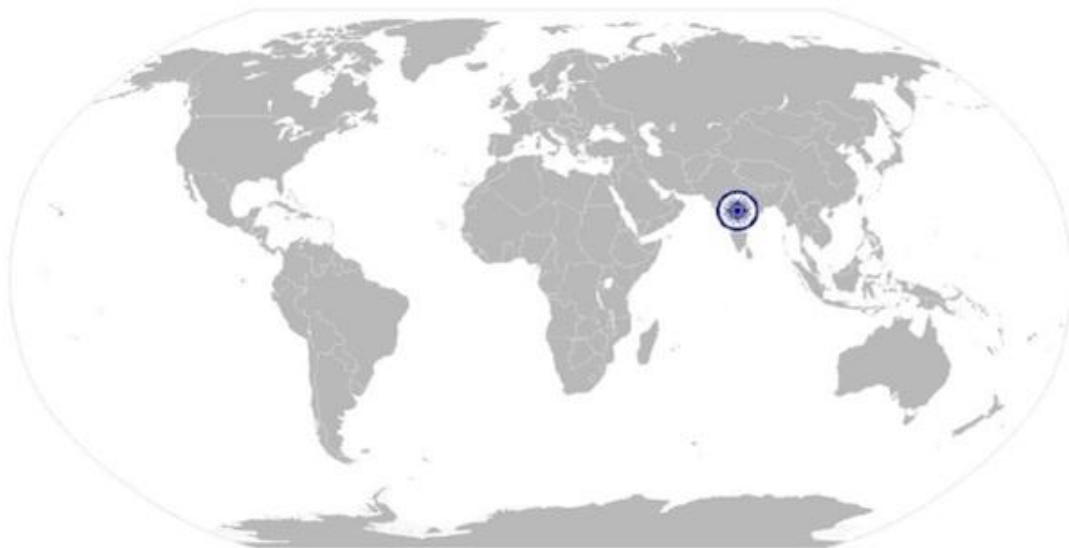
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LSS/N3002

Carry out trimming process

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability to perform trimming activities within footwear finishing operations.

LSS/N3002

Carry out trimming process

Unit Code	LSS/N3002
Unit Title (Task)	Carry out trimming process
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability to perform trimming activities within footwear finishing operations.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Preparing for work Perform trimming of the footwear Performing visual inspection, sorting and placing Reporting and documentation
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparatory Work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role</p> <p>PC3. Select and sort the tools and materials for the work</p> <p>PC4. Setup the equipment and tools as per the job requirement</p> <p>PC5. Make sure that tools are safe and clean to use on the material</p> <p>PC6. Minimize wastage</p> <p>PC7. Dispose of waste materials safely and return re-useable materials</p>
Trimming Process	<p>PC8. Ensure that any extra threads or material on the footwear are trimmed properly</p> <p>PC9. Ensure the product is as per client specifications</p> <p>PC10. Ensure the product is not damaged during the trimming process</p> <p>PC11. Remove all glue residues with a hand brush from the inside part of the footwear</p>
Post trimming Visual Inspection, placing and sorting	<p>PC12. Conduct a quality check to verify whether the footwear conforms to client specifications</p> <p>PC13. Sort and keep aside the rejected footwear, if any</p> <p>PC14. Sort and place work to assist the next stage of production and minimize the risk of damage</p>
Reporting & Documentation	<p>PC15. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC16. Report defects in the tools and equipment that one do not have the authority to repair</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. Details of the various job roles and responsibilities</p> <p>KA2. Responsibilities and line of reporting within the work area</p> <p>KA3. Protocol to obtain more information on work related tasks</p> <p>KA4. Organizational policies and procedures</p> <p>KA5. Work target and review mechanism with supervisor</p> <p>KA6. Protocol and format for reporting work related risks/ problems</p>

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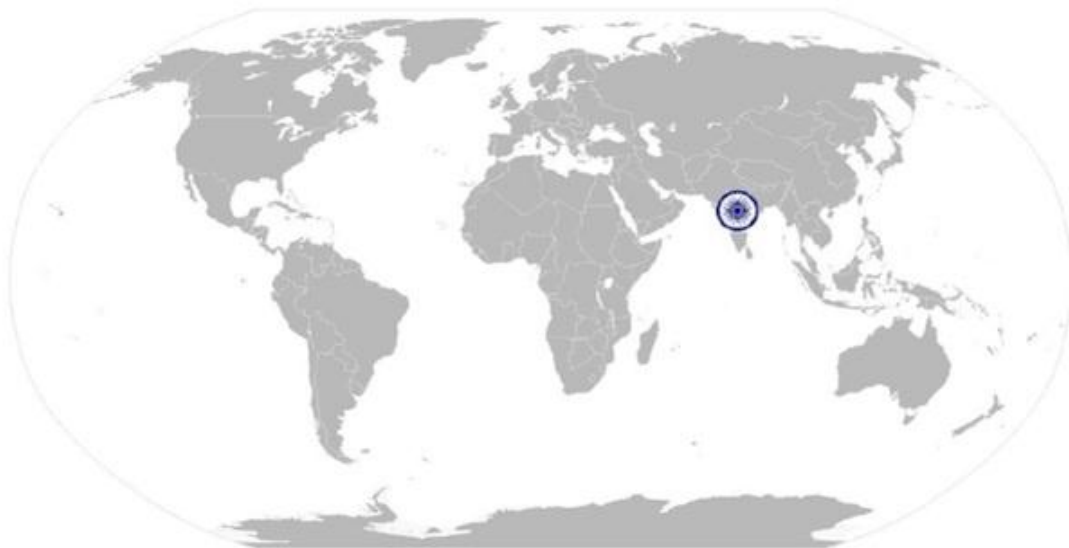
Carry out trimming process

	<p>KA7. Contact person in case of queries on procedure or products</p> <p>KA8. Common hazards in the work area and procedures for dealing with them</p> <p>KA9. Procedures for handling the tools and equipment</p> <p>KA10. Procedures with regard to material re-usage and disposal</p> <p>KA11. Quality standards and the reporting procedures</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. All the components of the footwear</p> <p>KB2. Different types of leather and its properties</p> <p>KB3. The various steps involved in footwear finishing operations</p> <p>KB4. The importance of the finishing process and its implications on the final quality and appearance of the footwear</p> <p>KB5. The importance of trimming and the implications of not doing it properly</p> <p>KB6. Various steps involved in the trimming process</p> <p>KB7. The various methods of trimming the footwear</p> <p>KB8. The various tools and equipments used for trimming the footwear</p> <p>KB9. The significance of the trimming process and its implication on the final product</p> <p>KB10. All tools and equipment related to trimming 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 in basic 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 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> <p>SB3. Diagnose common problems in the machine/ tools based on visual inspection, sound, temperature etc</p>
	Plan and Organize
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB4. Plan work according to the required schedule</p> <p>SB5. Work with supervisors/ team mates to carry out work related tasks</p>

LSS/N3002

Carry out trimming process

	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB6. Evaluate and assess the trimming is as per customer standards
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB7. Review the defects and take appropriate action
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB8. Apply balanced judgement to different situations
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. Assess and control the quality standards of the product as per customer standards



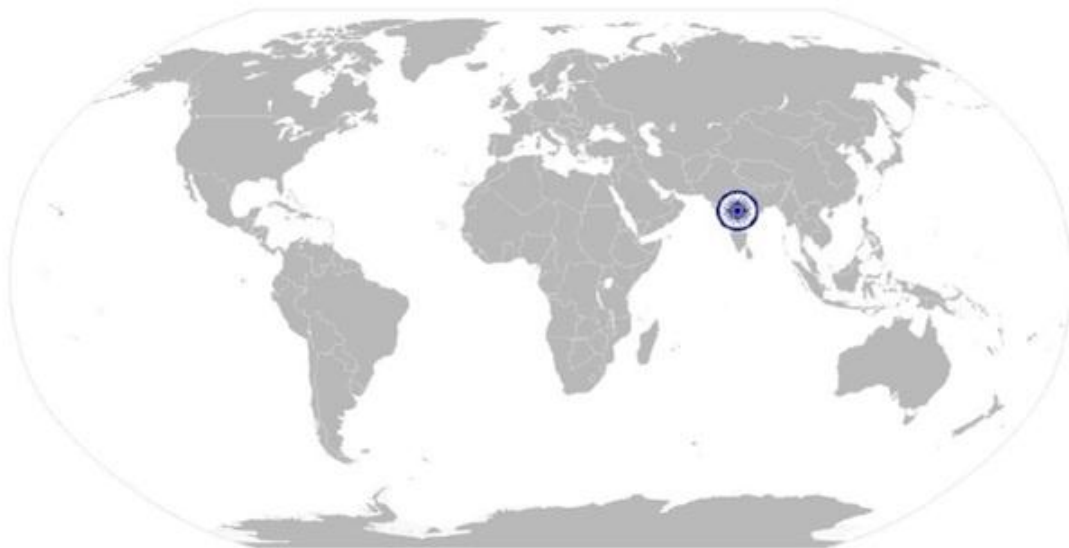
LSS/N3002

Carry out trimming process

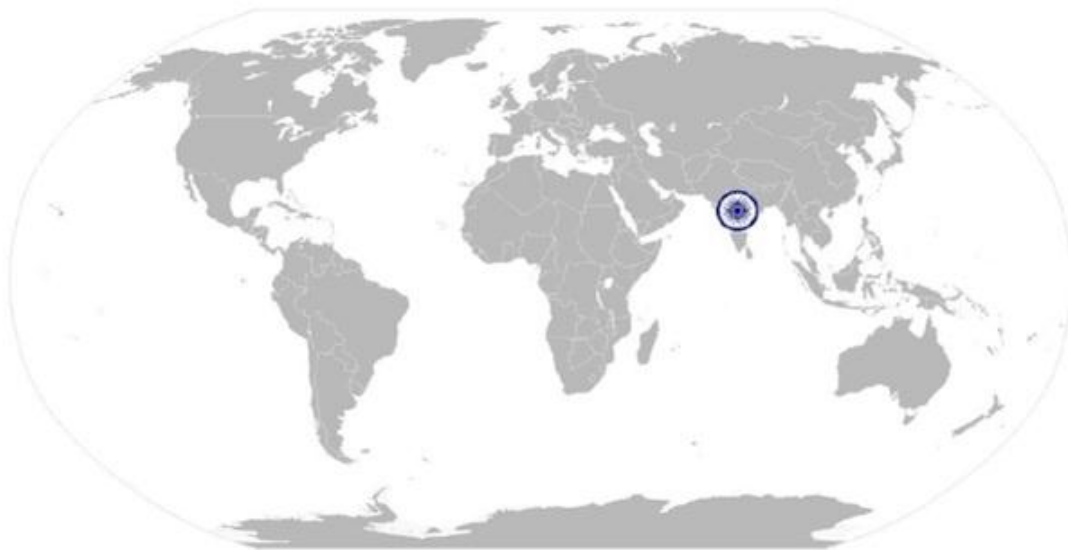
NOS Version Control

NOS Code	LSS/N3002		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability to perform sock insertion activities within footwear finishing operations.

LSS/N3003

Carry out sock insertion

Unit Code	LSS/N3003
Unit Title (Task)	Carry out sock insertion
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability to perform sock insertion activities within footwear finishing operations.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparing for work • Performing sock insertion process • Performing visual inspection, sorting and placing • Reporting and documentation
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparatory Work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role</p> <p>PC3. Select and sort the tools and materials for the work</p> <p>PC4. Setup the equipment and tools as per the job requirement</p> <p>PC5. Make sure that tools are safe and clean to use on the material</p> <p>PC6. Minimize wastage</p> <p>PC7. Dispose of waste materials safely and return re-useable materials</p>
Sock Insertion operation	<p>PC8. Check for damages in the footwear</p> <p>PC9. Ensure the sock conforms to the specifications mentioned</p> <p>PC10. Proper insertion of the sock into the footwear</p> <p>PC11. Ensure that the sock insertion of the footwear is done properly</p>
Post operation Visual Inspection, Sorting & Placing	<p>PC12. Conduct a quality check to verify whether the sock is inserted properly and conforms to client specifications</p> <p>PC13. Sort and keep aside the rejected footwear, if any</p> <p>PC14. Sort and place work to assist the next stage of production and minimize the risk of damage</p>
Reporting & Documentation	<p>PC15. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC16. Report defects in the tools and equipment that one do not have the authority to repair</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. Details of the various job roles and responsibilities</p> <p>KA2. Responsibilities and line of reporting within the work area</p> <p>KA3. Protocol to obtain more information on work related tasks</p> <p>KA4. Organizational policies and procedures</p> <p>KA5. Work target and review mechanism with supervisor</p> <p>KA6. Protocol and format for reporting work related risks/ problems</p> <p>KA7. Contact person in case of queries on procedure or products</p> <p>KA8. Common hazards in the work area and procedures for dealing with</p>

Carry out sock insertion

	<p>them</p> <p>KA9. Procedures for handling the tools and equipment</p> <p>KA10. Procedures with regard to material re-usage and disposal</p> <p>KA11. Quality standards and the reporting procedures</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. All the components of the footwear</p> <p>KB2. Different types of leather and its properties</p> <p>KB3. The various steps involved in footwear finishing operations</p> <p>KB4. The importance of the finishing process and its implications on the final quality and appearance of the footwear</p> <p>KB5. The importance of sock insertion and the implications of not doing it properly</p> <p>KB6. Various steps involved in the sock insertion process</p> <p>KB7. The correct method of inserting the sock</p> <p>KB8. The significance of the process and its implication on the final product</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 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. Plan work according to the required schedule</p> <p>SB4. Work with supervisors/ team mates to carry out work related tasks</p> <p>SB5. 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>SB6. Evaluate and assess sock insertion is as per customer standards</p>
	Problem Solving
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB7. Review the defects and take appropriate action</p>

LSS/N3003

Carry out sock insertion

	SB8. Diagnose common problems in the machine/ tools based on visual inspection, sound , temperature etc
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. Apply balanced judgement to different situations
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB10. Assess and control the quality standards of the product as per customer standards



NOS Version Control

NOS Code	LSS/N3003		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

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LSS/N3004

Carry out top line forming operation

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability to perform top line forming operation within footwear finishing operations.

LSS/N3004

Carry out top line forming operation

National Occupational Standard

Unit Code	LSS/N3004
Unit Title (Task)	Carry out top line forming operation
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability to perform top line forming operation within footwear finishing operations.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Preparing for work Performing Top line forming operation Performing visual Inspection, sorting and placing Reporting and documentation
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparing for work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role</p> <p>PC3. Select and sort the tools and equipments for the work</p> <p>PC4. Setup the equipment and tools as per the job requirement</p> <p>PC5. Make sure that tools are safe and clean to use on the material</p> <p>PC6. Minimize wastage</p> <p>PC7. Dispose of waste materials safely and return re-useable materials</p>
Top line forming operation	<p>PC8. Set the top line forming machine as per the manufacturer's instructions</p> <p>PC9. Accurately position the footwear on the machine</p> <p>PC10. Perform top line forming of the footwear</p>
Post forming Visual Inspection, Sorting & Placing	<p>PC11. Conduct a quality check to verify whether the footwear conforms to client specifications</p> <p>PC12. Sort and keep aside the rejected footwear</p> <p>PC13. Sort and place work to assist the next stage of production and minimize the risk of damage</p>
Reporting & Documentation	<p>PC14. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC15. Report defects in the tools and equipment that one do not have the authority to repair</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. Details of the various job roles and responsibilities</p> <p>KA2. Responsibilities and line of reporting within the work area</p> <p>KA3. Protocol to obtain more information on work related tasks</p> <p>KA4. Organizational policies and procedures</p> <p>KA5. Work target and review mechanism with supervisor</p> <p>KA6. Protocol and format for reporting work related risks/ problems</p> <p>KA7. Contact person in case of queries on procedure or products</p> <p>KA8. Common hazards in the work area and procedures for dealing with them</p>

LSS/N3004

Carry out top line forming operation

	<p>KA9. Procedures for handling the tools and equipment</p> <p>KA10. Procedures with regard to material re-usage and disposal</p> <p>KA11. Quality standards and the reporting procedures</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. All the components of the footwear</p> <p>KB2. Different types of leather and its properties</p> <p>KB3. The various steps involved in footwear finishing operations</p> <p>KB4. The importance of the finishing process and its implications on the final quality and appearance of the footwear</p> <p>KB5. The importance of top line forming and the implications of not doing it properly</p> <p>KB6. Various steps involved in top line forming</p> <p>KB7. The various tools and equipment used for top line forming of the footwear</p> <p>KB8. All tools and equipment related to top line forming 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 in basic 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 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. Plan work according to the required schedule</p> <p>SB4. Work with supervisors/ team mates to carry out work related tasks</p>
	Customer Centricity
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB5. Evaluate and assess top line forming operation is as per customer standards</p> <p>SB6. Ensure customer satisfaction by timely completion of work</p>
	Problem Solving
	<p>The user/ individual on the job needs to know and understand how to:</p>

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Carry out top line forming operation

	SB7. Review the defects and take appropriate action
	SB8. Diagnose common problems in the machine/ tools based on visual inspection, sound , temperature etc
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. Apply balanced judgement to different situations
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB10. Assess and control the quality standards of the product as per customer standards



LSS/N3004 Carry out top line forming operation

NOS Version Control

NOS Code	LSS/N3004		
Credits (NSQF)	TBD	Version number	1.0
Sector	LEATHER	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

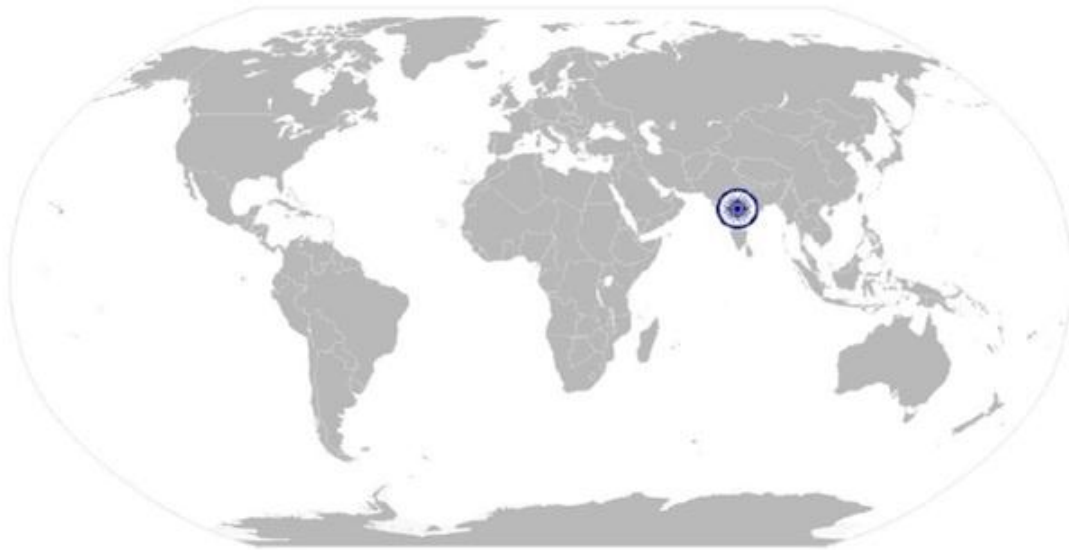
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LSS/N3005

Carry out heat activation process

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability to perform heat activation process within footwear finishing operations.

LSS/N3005

Carry out heat activation process

National Occupational Standard

Unit Code	LSS/N3005
Unit Title (Task)	Carry out heat activation process
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability to perform heat activation process within footwear finishing operations.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Preparing for work Performing Heat Activation process Performing visual Inspection, sorting and placing Reporting and documentation
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparatory Work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role</p> <p>PC3. Select and sort the tools and materials for the work</p> <p>PC4. Setup the equipment and tools as per the job requirement</p> <p>PC5. Make sure that tools are safe and clean to use on the material</p> <p>PC6. Minimize wastage</p> <p>PC7. Dispose of waste materials safely and return re-useable materials</p>
Heat Activation process	<p>PC8. Set the machine as per the manufacturer's instructions</p> <p>PC9. Load the footwear onto the machine as per the operating procedure</p> <p>PC10. Ensure the footwear is passed through the hot air blower to activate the glue between the sole and the footwear</p> <p>PC11. Iron the footwear properly to smoothen out any wrinkles</p> <p>PC12. Sort and place work to assist the next stage of production and minimize the risk of damage</p>
Post heat activation Visual Inspection, sorting and placing	<p>PC13. Conduct a quality check to verify whether the footwear conforms to client specifications</p> <p>PC14. Sort and keep aside the rejected footwear, if any</p>
Reporting & Documentation	<p>PC15. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC16. Report defects in the tools and equipment that one do not have the authority to repair</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. Details of the various job roles and responsibilities</p> <p>KA2. Responsibilities and line of reporting within the work area</p> <p>KA3. Protocol to obtain more information on work related tasks</p> <p>KA4. Organizational policies and procedures</p> <p>KA5. Work target and review mechanism with supervisor</p> <p>KA6. Protocol and format for reporting work related risks/ problems</p>

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Carry out heat activation process

	<p>KA7. Contact person in case of queries on procedure or products</p> <p>KA8. Common hazards in the work area and procedures for dealing with them</p> <p>KA9. Procedures for handling the tools and equipment</p> <p>KA10. Procedures with regard to material re-usage and disposal</p> <p>KA11. Quality standards and the reporting procedures</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. All the components of the footwear</p> <p>KB2. Different types of leather and its properties</p> <p>KB3. The various steps involved in footwear finishing operations</p> <p>KB4. The importance of the finishing process and its implications on the final quality and appearance of the footwear</p> <p>KB5. The importance of heat activation process and the implications of not doing it properly</p> <p>KB6. Various steps involved in the heat activation process</p> <p>KB7. The various tools and equipment used for cleaning the footwear</p> <p>KB8. The significance of the process and its implication on the final product</p> <p>KB9. All tools and equipment related to heat activation 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 in basic 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 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.</p>
	Customer Centricity
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB4. Evaluate and assess heat activation is as per customer standards</p> <p>SB5. Ensure customer satisfaction by timely and quality completion of work</p>
	Problem Solving

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Carry out heat activation process

	The user/ individual on the job needs to know and understand how to: SB6. Diagnose common problems in the machine/ tools based on visual inspection, sound , temperature etc SB7. Review the defects and take appropriate action
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB8. Apply balanced judgement to different situations
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. Assess and control the quality standards of the product as per customer standards



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Carry out heat activation process

NOS Version Control

NOS Code	LSS/N3005		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

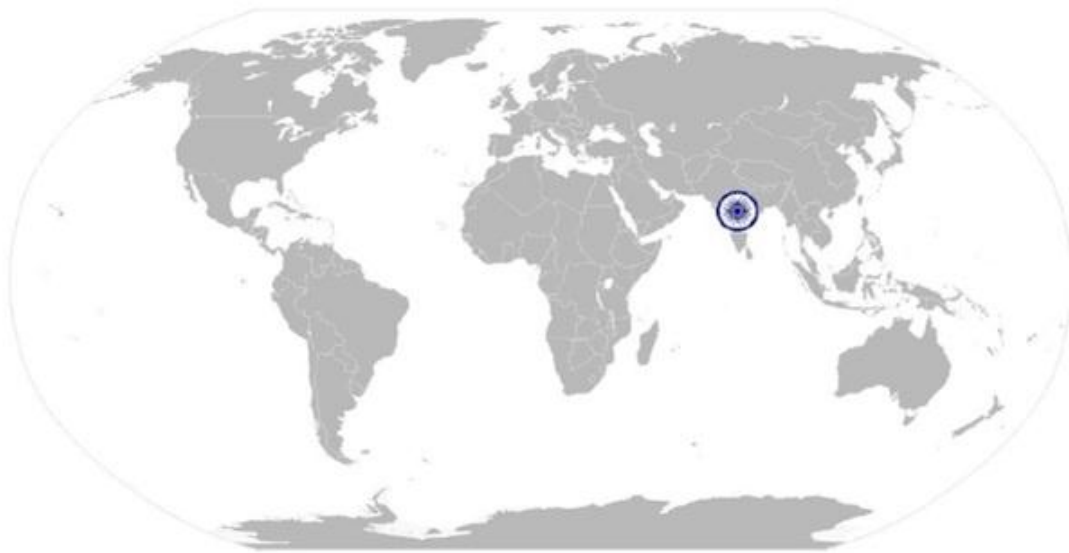
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LSS/N3006

Carry out stamping/embossing operation

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability to perform stamping/embossing activities within footwear finishing operations.

LSS/N3006

Carry out stamping/embossing operation

National Occupational Standard

Unit Code	LSS/N3006
Unit Title (Task)	Carry out stamping/embossing operation
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability to perform stamping/embossing activities within footwear finishing operations.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Preparing for work Performing Stamping/Embossing operation Performing visual inspection, sorting and placing Reporting and documentation
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparatory Work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role</p> <p>PC3. Select and sort the tools and materials for the work</p> <p>PC4. Setup the equipment and tools as per the job requirement</p> <p>PC5. Make sure that tools are safe and clean to use on the material</p> <p>PC6. Minimize wastage</p> <p>PC7. Dispose of waste materials safely and return re-useable materials</p>
Stamping/embossing process	<p>PC8. Check the stamping/ embossing required as per client specifications</p> <p>PC9. Check the position of the footwear for stamping/embossing</p> <p>PC10. Ensure that the stamping or embossing is done properly and as per client specifications</p>
Post stamping Visual Inspection, Sorting & Placing	<p>PC11. Conduct a quality check to verify whether the stamping / embossing conforms to client specifications</p> <p>PC12. Sort and keep aside the rejected footwear, if any</p> <p>PC13. Sort and place work to assist the next stage of production and minimize the risk of damage</p>
Reporting & Documentation	<p>PC14. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC15. Report defects in the tools and equipment that one do not have the authority to repair</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. Details of the various job roles and responsibilities</p> <p>KA2. Responsibilities and line of reporting within the work area</p> <p>KA3. Protocol to obtain more information on work related tasks</p> <p>KA4. Organizational policies and procedures</p> <p>KA5. Work target and review mechanism with supervisor</p> <p>KA6. Protocol and format for reporting work related risks/ problems</p> <p>KA7. Contact person in case of queries on procedure or products</p> <p>KA8. Common hazards in the work area and procedures for dealing with</p>

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Carry out stamping/embossing operation

	<p>them</p> <p>KA9. Procedures for handling the tools and equipment</p> <p>KA10. Procedures with regard to material re-usage and disposal</p> <p>KA11. Quality standards and the reporting procedures</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. All the components of the footwear</p> <p>KB2. Different types of leather and its properties</p> <p>KB3. The various steps involved in footwear finishing operations</p> <p>KB4. The importance of the finishing process and its implications on the final quality and appearance of the footwear</p> <p>KB5. The importance of stamping/embossing and the implications of not doing it properly</p> <p>KB6. The various methods of stamping/embossing the footwear</p> <p>KB7. The various tools and equipment used for stamping and embossing</p> <p>KB8. The significance of the process and its implication on the final product</p> <p>KB9. All tools and equipment related stamping/embossing 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 in basic 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 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. Plan work according to the required schedule</p> <p>SB4. Work with supervisors/ team mates to carry out work related tasks</p>
	Customer Centricity
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB5. Evaluate and assess stamping/embossing is as per customer standards</p> <p>SB6. Ensure customer satisfaction by timely and quality completion of work</p>
	Problem Solving
	<p>The user/ individual on the job needs to know and understand how to:</p>

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Carry out stamping/embossing operation

	SB7. Review the defects and take appropriate action
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB8. Diagnose common problems in the machine/ tools based on visual inspection, sound , temperature etc
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. Assess and control the quality standards of the product as per customer standards



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Carry out stamping/embossing operation

NOS Version Control

NOS Code	LSS/N3006		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

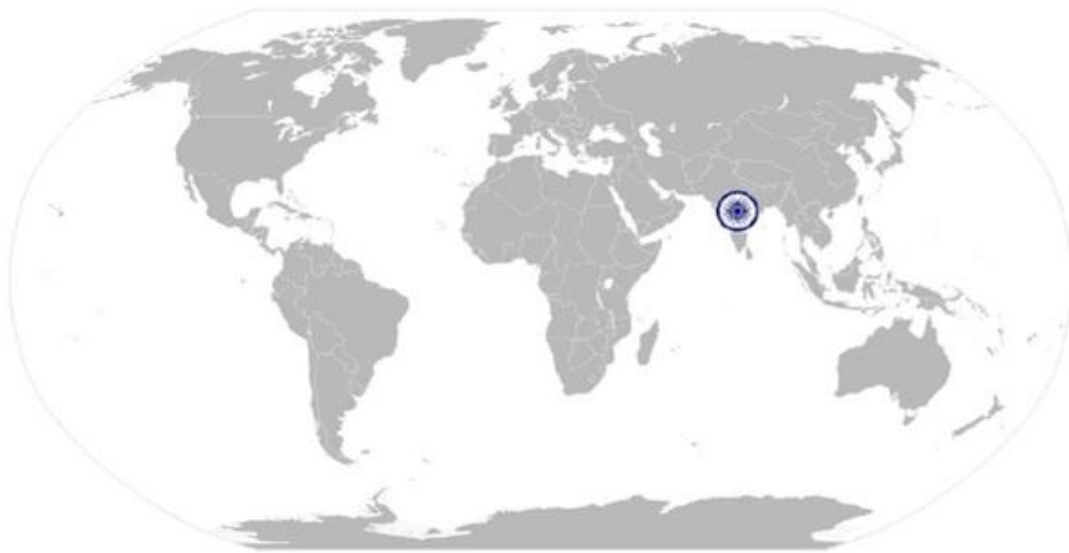
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LSS/N3007

Carry out polishing of the footwear

National Occupational Standard



Overview

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

LSS/N3007

Carry out polishing of the footwear

National Occupational Standard

Unit Code	LSS/N3007
Unit Title (Task)	Carry out polishing of the footwear
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out polishing activities within finishing operations for footwear.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Preparing for the work Performing Brushing and polishing the footwear Performing visual inspection, sorting and placing Reporting and documentation
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparatory Work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role</p> <p>PC3. Select and sort the tools and materials for the work</p> <p>PC4. Setup the equipment and machineries as per the job requirement</p> <p>PC5. Make sure that tools are safe and clean to use on the material</p> <p>PC6. Minimize wastage</p> <p>PC7. Dispose of waste materials safely and return re-useable materials</p>
Brushing & Polishing the footwear	<p>PC8. Swipe a cotton brush over the surface of the footwear to erase any excess wax or other residues</p> <p>PC9. Application of cream/wax evenly for a smooth finish and appearance of the footwear</p> <p>PC10. Polish the footwear with a manual brush or through the brushing wheel to ensure a smooth finish for the footwear</p>
Post operation Visual Inspection, Sorting & Placing	<p>PC11. Conduct a quality check to verify whether the footwear conforms to client specifications</p> <p>PC12. Sort and keep aside the rejected footwear, if any</p> <p>PC13. Sort and place work to assist the next stage of production and minimize the risk of damage</p>
Reporting & Documentation	<p>PC14. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC15. Report defects in the tools and equipment that one do not have the authority to repair</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. Details of the various job roles and responsibilities</p> <p>KA2. Responsibilities and line of reporting within the work area</p> <p>KA3. Protocol to obtain more information on work related tasks</p> <p>KA4. Organizational policies and procedures</p> <p>KA5. Work target and review mechanism with supervisor</p> <p>KA6. Protocol and format for reporting work related risks/ problems</p>

LSS/N3007

Carry out polishing of the footwear

	<p>KA7. Contact person in case of queries on procedure or products</p> <p>KA8. Common hazards in the work area and procedures for dealing with them</p> <p>KA9. Procedures for handling the tools and equipment</p> <p>KA10. Procedures with regard to material re-usage and disposal</p> <p>KA11. Quality standards and the reporting procedures</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. All the components of the footwear</p> <p>KB2. Different types of leather and its properties</p> <p>KB3. The various steps involved in footwear finishing operations</p> <p>KB4. The importance of the finishing process and its implications on the final quality and appearance of the footwear</p> <p>KB5. Various steps involved in polishing process and the preparatory work required</p> <p>KB6. The various coating techniques which include roller coating, curtain coating and spraying</p> <p>KB7. Different kinds of waxes and their proper application</p> <p>KB8. Different kinds of brushes and their proper application</p> <p>KB9. Tools and equipment related to brushing and polishing</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 basic 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 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. Plan work according to the required schedule</p> <p>SB4. Work with supervisors/ team mates to carry out work related tasks</p>
	Customer Centricity
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB5. Ensure customer satisfaction by timely and quality completion of work</p>

LSS/N3007

Carry out polishing of the footwear

	SB6. Evaluate and assess polishing is as per customer standards
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB7. Diagnose common problems in the machine/ tools based on visual inspection, sound , temperature etc
	SB8. Review the defects and take appropriate action
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB9. Apply balanced judgement to different situations
	Critical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB10. Assess and control the quality standards of the product as per customer standards



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Carry out polishing of the footwear

NOS Version Control

NOS Code	LSS/N3007		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

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LSS/N3008

Carry out final inspection and packing of the footwear

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge and Understanding and Skills and Ability to perform final quality inspection and packing activities within footwear finishing operations.

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Carry out final inspection and packing of the footwear

National Occupational Standard

Unit Code	LSS/N3008
Unit Title (Task)	Carry out final inspection and packing of the footwear
Description	This unit provides Performance Criteria, Knowledge and Understanding and Skills and Ability to perform final quality inspection and packing activities within footwear finishing operations.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Perform Final Inspection • Perform Packing and Dispatch
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Final Inspection	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Visual Inspection of the footwear for any deviations from the specifications</p> <p>PC2. Ensure the surface of the footwear is free from any marks, scratches or other visible defects</p> <p>PC3. Sort out the rejected footwear, if any</p>
Packing & Sorting	<p>PC4. Insertion of the paper stuffing into the front of the footwear</p> <p>PC5. Insertion of the shoe stick carefully into the footwear</p> <p>PC6. Insertion of the right size tag is tagged to the footwear, wherever applicable</p> <p>PC7. Proper wrapping of the footwear with wrapping paper</p> <p>PC8. Ensure the wrapped footwear is placed in the box</p> <p>PC9. Supervise the packed boxes are placed in the right cartons</p> <p>PC10. Ensure the right price tags are placed on the cartons</p> <p>PC11. Ensure disposal of waste materials</p> <p>PC12. Sort/dispatch the packed footwear as per the specifications</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. Details of the various job roles and responsibilities</p> <p>KA2. Responsibilities and line of reporting within the work area</p> <p>KA3. Protocol to obtain more information on work related tasks</p> <p>KA4. Organizational policies and procedures</p> <p>KA5. Work target and review mechanism with supervisor</p> <p>KA6. Protocol and format for reporting work related risks/ problems</p> <p>KA7. Contact person in case of queries on procedure or products</p> <p>KA8. Common hazards in the work area and procedures for dealing with them</p> <p>KA9. Procedures for handling the tools and equipment</p> <p>KA10. Procedures with regard to material re-usage and disposal</p> <p>KA11. Quality standards and the reporting procedures</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. All the components of the footwear</p> <p>KB2. Different types of leather and its properties</p> <p>KB3. The various steps involved in footwear finishing operations</p>

LSS/N3008

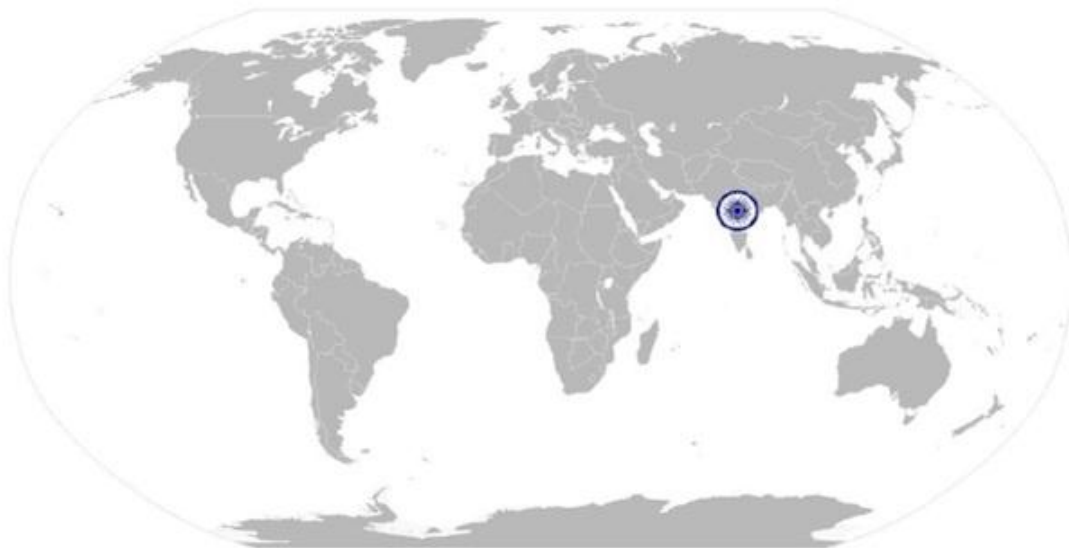
Carry out final inspection and packing of the footwear

	<p>KB4. The importance of the finishing process and its implications on the final quality and appearance of the footwear</p> <p>KB5. The various steps and techniques in quality inspection</p> <p>KB6. The importance of the quality inspection process and its implications on the final quality and appearance of the footwear</p> <p>KB7. The various steps and techniques in packing</p> <p>KB8. The importance of the packing process and its implications</p> <p>KB9. All tools and equipments related to packing</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Write in basic English/local language as applicable
	SA2. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	SA3. Read and comprehend basic English/local language as applicable
	SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA5. Listen actively
	SA6. Communicate effectively with supervisors, managers, etc
	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Analyse the defects and the procedure for dealing with it
	SB2. Take appropriate actions in terms of any deviations from the process
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB3. Plan work according to the required schedule
	SB4. Work with supervisors/ team mates to carry out work related tasks
	SB5. Plan and check the availability of materials used for packing of the footwear
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB6. Evaluate and assess packing is as per customer standards
	SB7. Assess and perform final inspection of the footwear and look for suitability to customer specifications
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB8. Review the defects and take appropriate action
	SB9. Diagnose common problems in the machine/ tools based on visual inspection, sound, temperature etc
	Analytical Thinking

LSS/N3008

Carry out final inspection and packing of the footwear

	The user/ individual on the job needs to know and understand how to: SB10. Apply balanced judgement to different situations
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB11. Assess and control the quality standards of the product as per customer standards



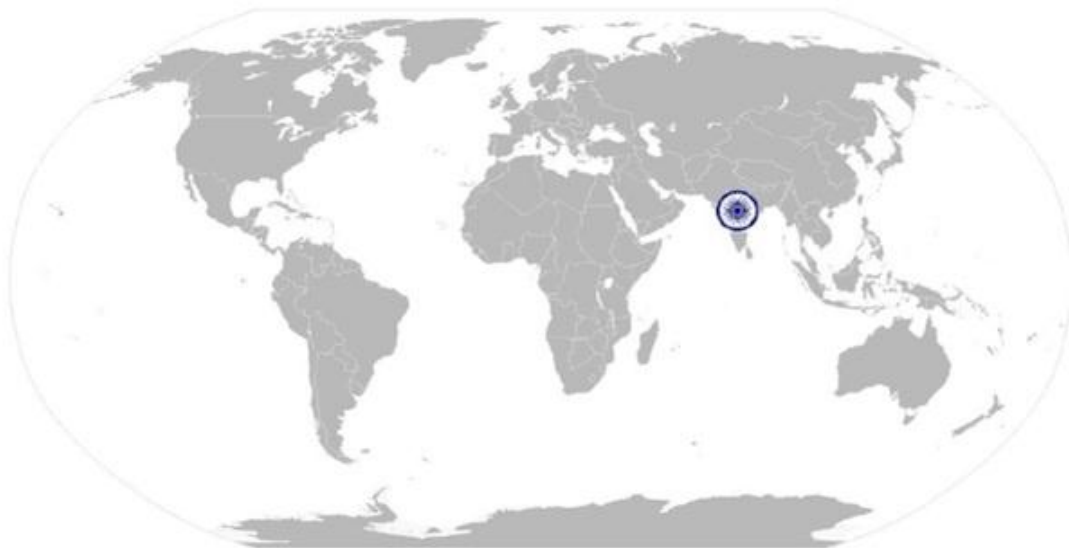
LSS/N3008

Carry out final inspection and packing of the footwear

NOS Version Control

NOS Code	LSS/N3008		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	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	This unit/task covers the following: <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 the work area, tools and machines	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Handle materials, machinery, equipment and tools safely and correctly PC2. Use correct lifting and handling procedures PC3. Use materials to minimize waste PC4. Prepare and organize work PC5. Maintain a clean and hazard free working area PC6. Deal with work interruptions PC7. Move around the workplace with care PC8. Maintain tools and equipment PC9. Carry out running maintenance within agreed schedules PC10. Carry out maintenance and/or cleaning outside responsibility PC11. Report unsafe equipment and other dangerous occurrences PC12. Ensure that the correct machine guards are in place PC13. Work in a comfortable position with the correct posture PC14. Use cleaning equipment and methods appropriate for the work to be carried out PC15. Dispose of waste safely in the designated location PC16. Store cleaning equipment safely after use PC17. Complete and store accurate records and documentation PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working PC19. Give inputs and assist in completing documentation PC20. Report the need for maintenance and/or cleaning outside your area of responsibility PC21. Ensure safe and correct handling of materials, equipment and tools PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration
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. Personal hygiene and duty of care KA2. Safe working practices and organizational procedures KA3. Limits of one's own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process

LSS/N8501

Maintain the work area, tools and machines

	<p>KA6. The lines of communication, authority and reporting procedures</p> <p>KA7. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA8. The companies quality standards</p> <p>KA9. The types of records kept, how are they completed and the importance of keeping them accurate</p> <p>KA10. The importance of complying with written instructions</p> <p>KA11. Equipment operating procedures / manufacturer's instructions</p> <p>KA12. Statutory responsibilities under Health, Safety and Environmental legislation and regulations</p> <p>KA13. The quality standards and processes followed by the organization relevant to your role</p> <p>KA14. Documentation required for reporting</p>
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>

LSS/N8501

Maintain the work area, tools and machines

	<p>SA5. Give clear instructions to co-workers, subordinates others</p> <p>SA6. Use correct technical term while interacting with supervisor</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Take appropriate decisions regarding to responsibilities</p> <p>SB2. Assess for any damage/faulty component in the concerned machinery and take action accordingly</p> <p>SB3. Evaluate the decision and conduct basic trouble shooting</p> <p>Plan and Organize</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB4. Plan and manage work routine based on company procedure</p> <p>SB5. Work with supervisors/ team mates to carry out work related tasks</p> <p>SB6. Plan for cleaning and lubricating the concerned machinery daily</p> <p>SB7. Plan for cleaning the concerned tools and workplace daily before and after operations</p> <p>Customer Centricity</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB8. Ensure and follow organizational procedures pertaining to health and safety are followed</p> <p>Problem Solving</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB9. Solve operational role related issues</p> <p>Analytical Thinking</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB10. Diagnose common problems in the machine based on visual inspection, sound, temperature etc</p> <p>Critical Thinking</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB11. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently</p>

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

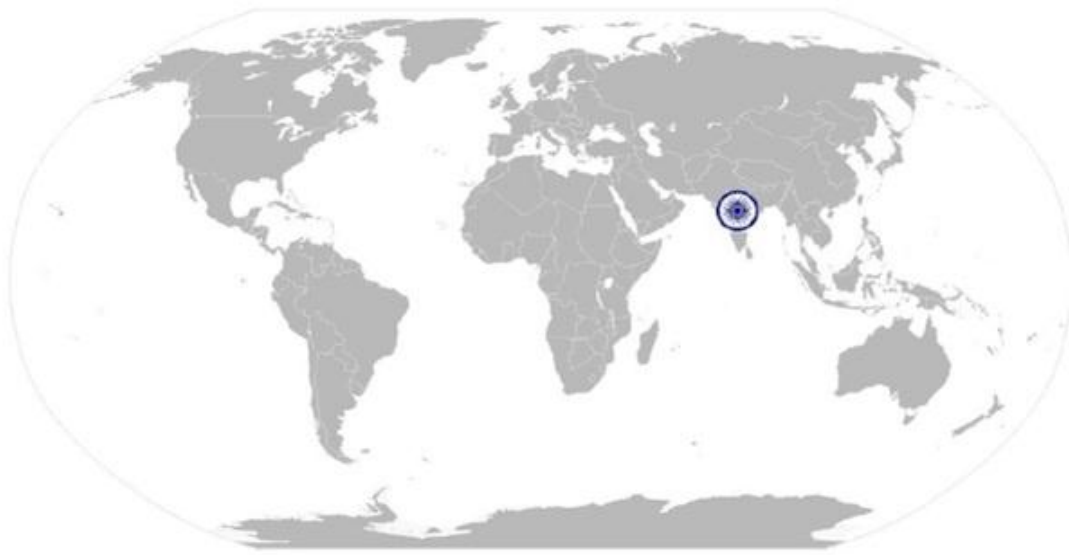
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LSS/N8601

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

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)	

LSS/N8601

Maintain health, safety and security at workplace

A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. Health and safety related practices applicable at the workplace KA2. Potential hazards, risks and threats based on nature of operations KA3. Organizational procedures for safe handling of equipment and machine operations KA4. Potential risks due to own actions and methods to minimize these KA5. Environmental management system related procedures at the workplace KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA7. Potential accidents and emergencies and response to these scenarios KA8. Reporting protocol and documentation required KA9. Details of personnel trained in first aid, fire-fighting and emergency response KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Occupational health and safety risks and KB2. Personal protective equipment and method of use KB3. Identification, handling and storage of hazardous substances KB4. Proper disposal system for waste and by-products KB5. Signage related to health and safety and their meaning KB6. Importance of sound health, hygiene and good habits KB7. Ill-effects of alcohol, tobacco and drugs
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Document and report any health and safety related incidents/ accidents
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA2. Read and comprehend manuals of operations SA3. Read all organizational and equipment related health and safety manuals and documents SA4. Read instructions, guidelines/procedures/rules related to the worksite and machine operations
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: SA5. Give clear instructions to co-workers, subordinates and other personnel SA6. Use correct technical terms while interacting with supervisor
B. Professional Skills	Decision Making The user/ individual on the job needs to know and understand how to: SB1. Make an appropriate timely decision in responding to emergencies/accidents in line with organizational

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Maintain health, safety and security at workplace

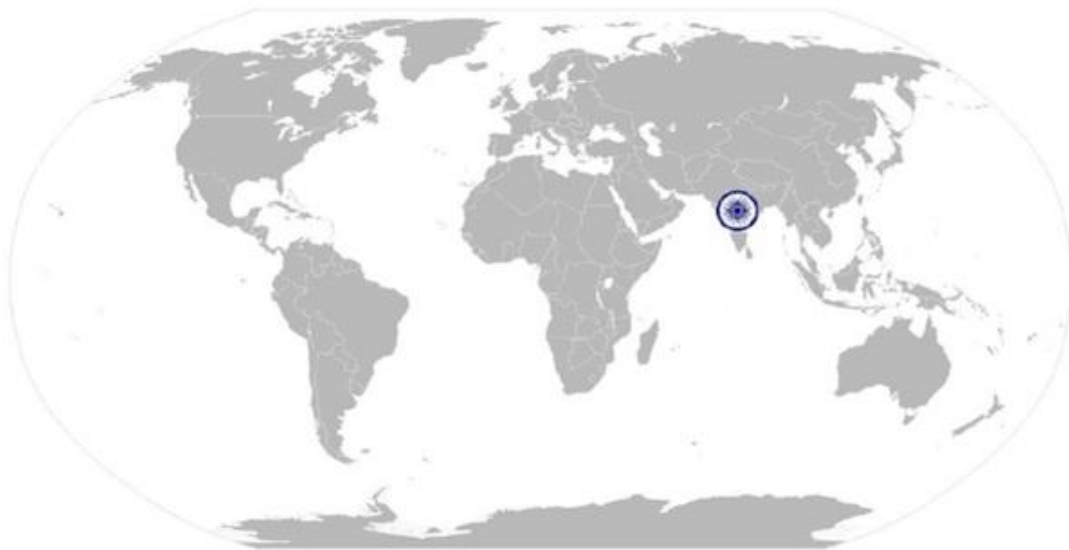
	SB2. Evaluate and use correct PPE and other safety gear while at the workplace
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB3. Work with supervisors/ team mates to carry out work related tasks
	SB4. Plan work according to the required schedule
	SB5. Keep 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 workplace

NOS Version Control

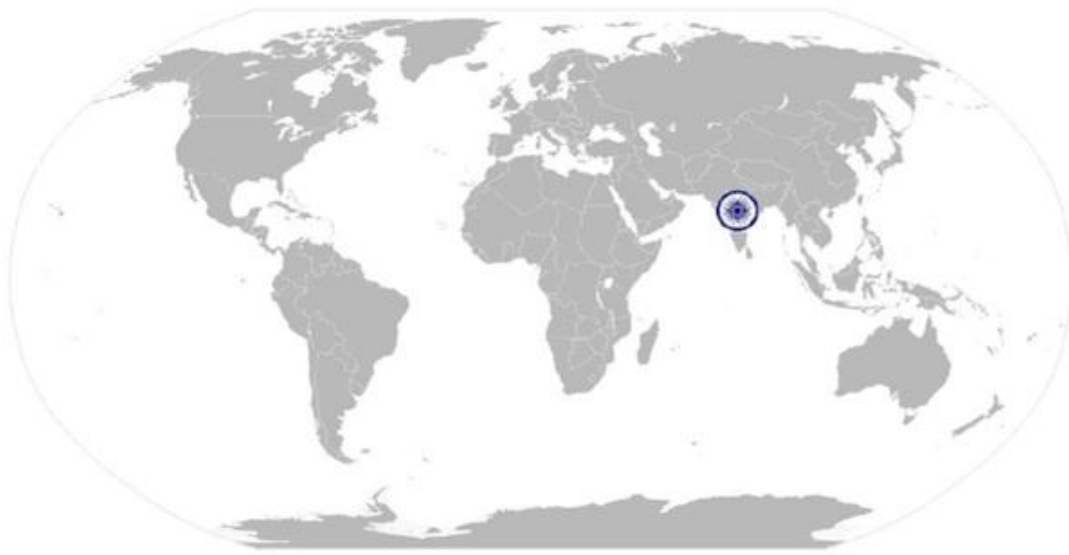
NOS Code	LSS/N8601		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Finishing	Next review date	18/06/2015

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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 organisational requirements
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Compliance with industry, regulatory and organisational 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)	
C. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. 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>
D. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KA5. Country / customer specific regulations for the sector and their importance</p> <p>KA6. Reporting procedure in case of deviations</p> <p>KA7. Limits of personal responsibility</p>
Skills (S)	
C. Core Skills / Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>KA8. 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>KA9. Read and comprehend the organizational documents pertaining to rules</p>

LSS/N8701 Comply with industry, regulatory and organizational requirements

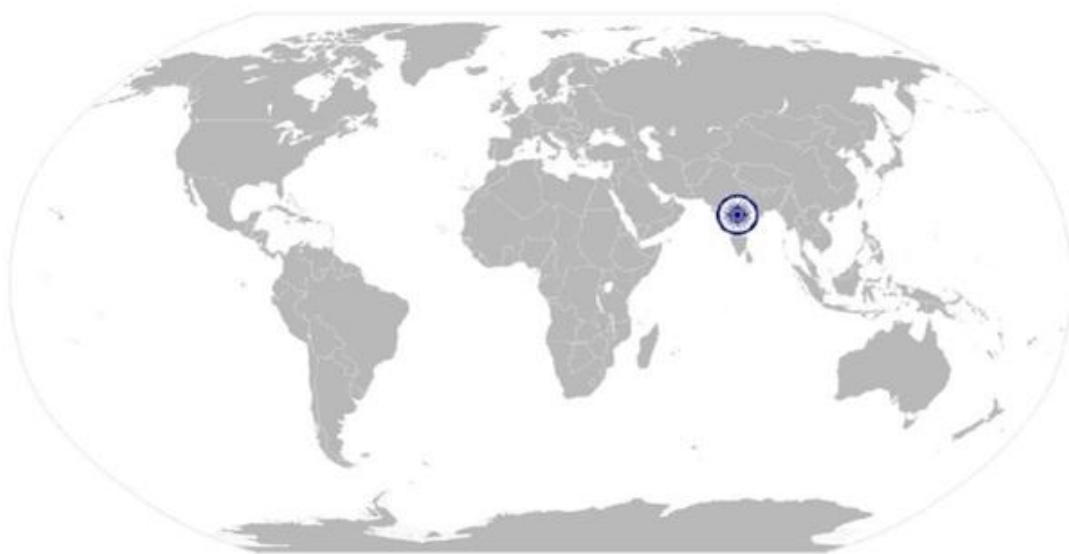
	and procedures KA10. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc KA11. Read in the local language as applicable KA12. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: KA13. Positively influence the team members into following procedures
D. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. Take appropriate decisions related to responsibilities
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB2. Plan and manage work routine based on company procedure
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB3. Ensure and follow organizational procedures and policies
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB4. Evaluate and seek and obtain clarification from the superiors
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB5. Apply balanced judgement to different situations
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB6. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

LSS/N8701 Comply with industry, regulatory and organizational requirements

NOS Version Control

NOS Code	LSS/N8701		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	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/Q3001

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 an aggregate of 50% aggregate
6. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOSs to pass the Qualification Pack

NOS	PC	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
1. LSS/N3001 (Carry out cleaning of the footwear)	PC1. Make sure the work area is free from hazards	25	1	0	1
	PC2. 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
	PC3. Select and sort the tools and materials for the work		2	1	1
	PC4. Setup the equipment and tools as per the job requirement		1	0	1
	PC5. Make sure that tools are safe and clean to use on the material		1	0	1
	PC6. Minimize wastage		1	0	1

	PC7. Dispose of waste materials safely and return re-useable materials		1	0	1
	PC8. Clean the footwear carefully to remove any residues of delasting		2	0	2
	PC9. Make sure that any holes on the surface of the footwear is covered by applying wax with cotton brush		2	0	2
	PC10. Ensure any residues from glue are removed from the insole attachment		2	0	2
	PC11. Remove all glue residues with a hand brush from the inside part of the footwear		2	0	2
	PC12. Inspect the inner part of the footwear for any visible dirt or smudges and is clean		1	0	1
	PC13. Conduct a final cleaning of the footwear after the finishing process		2	1	1
	PC14. Conduct a quality check to verify whether the footwear conforms to client specifications		1	0	1
	PC15. Sort and keep aside rejected footwear, if any		1	0	1
	PC16. Sort and place work to assist the next stage of production and minimize the risk of damage		1	0	1
	PC17. Report risks/problems likely to affect services to the relevant person promptly and accurately		1	0	1
	PC18. Report defects in the tools and equipment that one do not have the authority to repair		2	1	1
		Total	25	3	22

2. LSS/N3002 Carry out trimming process	PC1. Make sure the work area is free from hazards	25	1	0	1
	PC2. 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
	PC3. Select and sort the tools and materials for the work		2	0	2
	PC4. Setup the equipment and tools as per the job requirement		2	0	2
	PC5. Make sure that tools are safe and clean to use on the material		1	0	1
	PC6. Minimize wastage		3	1	2
	PC7. Dispose of waste materials safely and return re-useable materials		1	0	1
	PC8. Ensure that any extra threads or material on the footwear are trimmed properly		3	1	2
	PC9. Ensure the product is as per client specifications		1	0	1
	PC10. Ensure the product is not damaged during the trimming process		2	0	2
	PC11. Remove all glue residues with a hand brush from the inside part of the footwear		2	0	2
	PC12. Conduct a quality check to verify whether the footwear conforms to client specifications		2	1	1
	PC13. Sort and keep aside the rejected footwear, if any		1	0	1
	PC14. Sort and place work to assist the next stage of production and minimize the risk of damage		1	0	1

	PC15. Report risks/ problems likely to affect services to the relevant person promptly and accurately		1	0	1
	PC16. Report defects in the tools and equipment that one do not have the authority to repair		1	0	1
		Total	25	3	22
3. LSS/N3003 Carryout sock insertion	PC1. Make sure the work area is free from hazards	25	1	0	1
	PC2. 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
	PC3. Select and sort the tools and equipment for the work		2	0	2
	PC4. Setup the equipment and tools as per the job requirement		2	0	2
	PC5. Make sure that tools are safe and clean to use on the material		1	0	1
	PC6. Minimize wastage		3	1	2
	PC7. Dispose of waste materials safely and return re-useable materials		1	0	1
	PC8. Check for damages in the footwear		3	1	2
	PC9. Ensure the sock conforms to the specifications mentioned		1	0	1
	PC10. Proper insertion of the sock into the footwear		2	0	2
	PC11. Ensure that the sock insertion of the footwear is done properly		2	0	2
	PC12. Conduct a quality check to verify whether the sock is inserted properly and conforms to client specifications		3	1	2

	PC13. Sort and keep aside the rejected footwear, if any		1	0	1
	PC14. Sort and place work to assist the next stage of production and minimize the risk of damage		1	0	1
	PC15. Report risks/problems likely to affect services to the relevant person promptly and accurately		1	0	1
	PC16. Report defects in the tools and equipment that one do not have the authority to repair		1	0	1
		Total	25	3	22
4.LSS/N3004 Carryout top line forming operation	PC1. Make sure the work area is free from hazards		1	0	1
	PC2. 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
	PC3. Select and sort the tools and equipments for the work		2	0	2
	PC4. Setup the equipment and tools as per the job requirement		2	0	2
	PC5. Make sure that tools are safe and clean to use on the material		1	0	1
	PC6. Minimize wastage		3	1	2
	PC7. Dispose of waste materials safely and return re-useable materials		1	0	1
	PC8. Set the top line forming machine as per the manufacturer's instructions		3	1	2
	PC9. Accurately position the footwear on the machine		1	0	1
	PC10. Perform top line forming of the footwear		2	0	2
		25			

	PC11. Conduct a quality check to verify whether the footwear conforms to client specifications		2	0	2
	PC12. Sort and keep aside the rejected footwear		2	1	1
	PC13. Sort and place work to assist the next stage of production and minimize the risk of damage		1	0	1
	PC14. Report risks/problems likely to affect services to the relevant person promptly and accurately		1	0	1
	PC15. Report defects in the tools and equipment that one do not have the authority to repair		1	0	1
		Total	25	3	22
5.LSS/N3005 Carryout heat activation process	PC1. Make sure the work area is free from hazards		1	0	1
	PC2. 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
	PC3. Select and sort the tools and materials for the work		2	0	2
	PC4. Setup the equipment and tools as per the job requirement		2	0	2
	PC5. Make sure that tools are safe and clean to use on the material		1	0	1
	PC6. Minimize wastage		3	1	2
	PC7. Dispose of waste materials safely and return re-useable materials		1	0	1
	PC8. Set the machine as per the manufacturer's instructions		3	1	2
	PC9. Load the footwear onto the machine as per the operating procedure		1	0	1
		25			

	PC10. Ensure the footwear is passed through the hot air blower to activate the glue between the sole and the footwear		2	0	2
	PC11. Iron the footwear properly to smoothen out any wrinkles		2	0	2
	PC12. Sort and place work to assist the next stage of production and minimize the risk of damage		2	1	1
	PC13. Conduct a quality check to verify whether the footwear conforms to client specifications		1	0	1
	PC14. Sort and keep aside the rejected footwear, if any		1	0	1
	PC15. Report risks/problems likely to affect services to the relevant person promptly and accurately		1	0	1
	PC16. Report defects in the tools and equipment that one do not have the authority to repair		1	0	1
		Total	25	3	22
6.LSS/N3006 Carryout stamping/embossing operation	PC1. Make sure the work area is free from hazards		1	0	1
	PC2. 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
	PC3. Select and sort the tools and materials for the work		2	0	2
	PC4. Setup the equipment and tools as per the job requirement		2	0	2
	PC5. Make sure that tools are safe and clean to use on the material		1	0	1

	PC6. Minimize wastage		3	1	2
	PC7. Dispose of waste materials safely and return re-useable materials		1	0	1
	PC8. Check the stamping/embossing required as per client specifications		3	1	2
	PC9. Check the position of the footwear for stamping/embossing		1	0	1
	PC10. Ensure that the stamping or embossing is done properly and as per client specifications		2	0	2
	PC11. Conduct a quality check to verify whether the stamping/embossing conforms to client specifications		2	0	2
	PC12. Sort and keep aside the rejected footwear, if any		2	1	1
	PC13. Sort and place work to assist the next stage of production and minimize the risk of damage		1	0	1
	PC14. Report risks/problems likely to affect services to the relevant person promptly and accurately		1	0	1
	PC15. Report defects in the tools and equipment that one do not have the authority to repair		1	0	1
		Total	25	3	22
7. LSS/N3007 Carrying out polishing of the footwear	PC1. Make sure the work area is free from hazards	25	1	0	1
	PC2. 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

	PC3. Select and sort the tools and materials for the work		2	0	2
	PC4. Setup the equipment and machineries as per the job requirement		2	0	2
	PC5. Make sure that tools are safe and clean to use on the material		1	0	1
	PC6. Minimize wastage		3	1	2
	PC7. Dispose of waste materials safely and return re-useable materials		1	0	1
	PC8. Swipe a cotton brush over the surface of the footwear to erase any excess wax or other residues		3	1	2
	PC9. Application of cream/wax evenly for a smooth finish and appearance of the footwear		1	0	1
	PC10. Polish the footwear with a manual brush or through the brushing wheel to ensure a smooth finish for the footwear		2	0	2
	PC11. Conduct a quality check to verify whether the footwear conforms to client specifications		2	0	2
	PC12. Sort and keep aside the rejected footwear, if any		2	1	1
	PC13. Sort and place work to assist the next stage of production and minimize the risk of damage		1	0	1
	PC14. Report risks/problems likely to affect services to the relevant person promptly and accurately		1	0	1
	PC15. Report defects in the tools and equipment that one do not have the authority to repair		1	0	1
		Total	25	3	22

8.LSS/N3008 Carrying out final inspection and packing of the footwear	PC1. Visual Inspection of the footwear for any deviations from the specifications		3	1	2
	PC2. Ensure the surface of the footwear is free from any marks, scratches or other visible defects		3	1	2
	PC3. Sort out the rejected footwear, if any		2	1	1
	PC4. Insertion of the paper stuffing into the front of the footwear		1	0	1
	PC5. Insertion of the shoe stick carefully into the footwear		1	0	1
	PC6. Insertion of the right size tag is tagged to the footwear, wherever applicable		1	0	1
	PC7. Proper wrapping of the footwear with wrapping paper		3	1	2
	PC8. Ensure the wrapped footwear is placed in the box		1	0	1
	PC9. Supervise the packed boxes are placed in the right cartons		1	0	1
	PC10. Ensure the right price tags are placed on the cartons		1	0	1
	PC11. Ensure disposal of waste materials		1	0	1
	PC12. Sort/dispatch the packed footwear as per the specifications		2	0	2
		Total	20	4	16
9.LSS/N8501 Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly		2	0	2
	PC2. Assist in carrying out checks to ensure the environmental conditions required for production are met		1	0	1
	PC3. Follow correct lifting and handling procedures		2	1	1
	PC4. Follow instructions with regard to materials		1	0	1

	to minimize waste				
	PC5. Maintain a clean and hazard free working area		1	0	1
	PC6. Maintain tools and equipment as per organization guidelines and manufacturer's instructions		1	0	1
	PC7. Report the need for maintenance and/or cleaning outside your area of responsibility		2	1	1
	PC8. Report unsafe equipment and other dangerous occurrences		2	1	1
	PC9. Maintain the correct machine guards for equipment		1	0	1
	PC10. Use cleaning equipment and methods appropriate for the work to be carried out		2	1	1
	PC11. Carry out cleaning according to schedules and limits of responsibility		1	0	1
	PC12. Dispose waste safely in the designated location		2	1	1
	PC13. Store cleaning equipment safely after use		1	0	1
	PC14. Give inputs and assist in completing documentation		1	0	1
		Total	20	5	15
10. LSS/8601 Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace		1	0	1
	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		1	0	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	1	2

	PC5. Follow environment management system related procedures
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment
	PC7. Report any service malfunctions that cannot be rectified
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements
	PC9. Safely handle and move waste and debris
	PC10. Minimize health and safety risks to self and others due to own actions
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks
	PC12. Monitor the workplace and work processes for potential risks and threats
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so
	PC17. Take action based on instructions in the

1	0	1
2	1	1
1	0	1
2	0	2
2	0	2
1	0	1
1	0	1
1	0	1
1	0	1
1	0	1
1	0	1
1	0	1
1	0	1

	event of fire, emergencies or accidents				
	PC18. Follow Organization procedures for shutdown and evacuation when required		1	0	1
		Total	25	3	22
11.LSS/N8701 Comply with industry, regulatory and organizational requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures		2	0	2
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		2	1	1
	PC3. Apply and follow these policies and procedures within your work practices		2	0	2
	PC4. Provide support to your supervisor and team members in enforcing these considerations		2	1	1
	PC5. Identify and report any possible deviation to these requirements		2	0	2
		Total	10	2	8