

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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Contents

1. Introduction and Contacts..... Page no. 1
2. Qualifications Pack.....Page no.2
3. OS Units.....Page no.2
4. Glossary of Key TermsPage no.3

Introduction

Qualification Pack - Line Supervisor

SECTOR:	LEATHER
SUB SECTOR:	Footwear
OCCUPATION:	Supervision
REFERENCE ID:	LSS/Q3102
ALIGNED TO:	NCO-2004/8268.40

Line Supervisor ensures the smooth functioning of the production line so as to meet the production targets as per specifications and quality standards.

Brief Job Description: A Line Supervisor is responsible for the smooth running of the production line. He also needs to ensure that the production targets are met and quality standards are as per specifications.

Personal Attributes: A Line Supervisor needs to be able to manage a team and effectively utilize them for meeting targets. He needs to be observant and have an attention for detail. Good team management and communication skills are helpful.

Qualifications Pack Code	LSS/Q3102		
Job Role	Line Supervisor		
Credits(NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Supervision	Next review date	31/03/17
NSQC Clearance on	18/06/2015		

Job Role	Line Supervisor
Role Description	To supervise the respective production line and ensure the production targets and quality parameters are adhered to, as per the specifications.
NSQF level	5
Minimum Educational Qualifications*	Class X
Maximum Educational Qualifications*	N/A
Training (Suggested but not mandatory)	Prior training on supervisory skills preferred
Minimum Job Entry Age	18 years
Experience	Prior experience as an operator in the production line for a minimum 3 - 4 years
Applicable National Occupational Standards (NOS)	<p>Compulsory</p> <ol style="list-style-type: none"> LSS/N3102 Supervising the production line LSS/N3103 Ensure that the production line, tools and machines are maintained properly LSS/N8601 Maintain health, safety and security at workplace LSS/N8701 Comply with industry, regulatory and organizational requirements <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant OS units

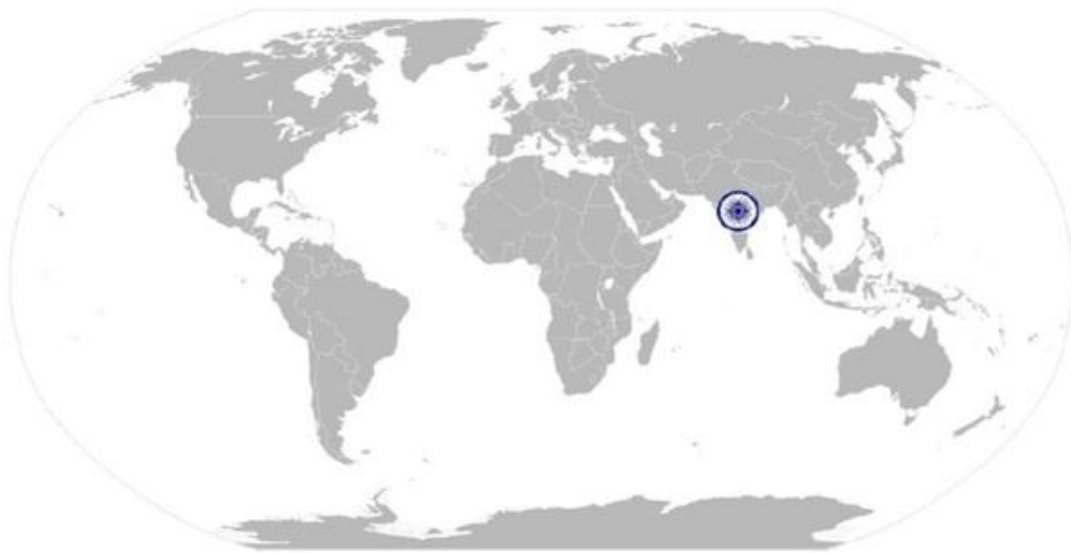
Definition

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

Acronyms

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

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to supervise the respective production line and ensure the production targets and quality parameters are met.

National Occupational Standards

LSS/N3102

Supervising the production line

National Occupational Standard

Unit Code	LSS/N3102
Unit Title (Task)	Supervising the production line
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to supervise the respective production line and ensure the production targets and quality parameters are met.
Scope	This unit/task covers the following: Supervision of production line <ul style="list-style-type: none"> • Conduct Trial Production • Conduct Mass Production • Line supervision Team Management Quality Inspection Reporting & Documentation
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Line Supervision	To be competent, the user/individual on the job must be able to: PC1. Ensure the work area is free from hazards as per the safety norms of the organization PC2. Ensure the cleanliness and orderliness of the work place is as per the organizational standards PC3. Ensure that all materials required for the production are available and handed over on time PC4. Ensure planning and setting the production line PC5. Conduct the trial production as per the specifications PC6. Set the production line if trial production is successful PC7. Take care of any suggestions/ bottlenecks after the trial production PC8. Incorporate any suggestions or modifications given , if required PC9. Resolve any bottlenecks, if any from the trial production PC10. Set the production line for the mass production PC11. Ensure the smooth functioning of the production line PC12. Ensure maximum utilization of resources and nil defects by allocating work accordingly
Team Management	PC13. Ensure the team adheres to the organizational rules on attendance and timekeeping PC14. Manage the administrative functions for the team PC15. Allocate the work among the team ensuring maximum utilization of resources and nil defects
Quality Inspection	PC16. Conduct a visual examination of the trial product on completion PC17. Ensure minimum wastage and their proper disposal
Reporting & Documentation	PC18. Prepare all the reports and documentations for the production line, as per organizational standards PC19. Liaison with other departments for all production related work
Knowledge and Understanding (K)	

National Occupational Standards

LSS/N3102

Supervising the production line

A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. Local / instructional language KA2. Expectations and responsibilities of the job role KA3. The organization's rules, codes, guidelines and standards applicable for the job role KA4. Common hazards in the work area and workplace procedures for dealing with them KA5. Importance of teamwork and dealing with conflicts KA6. Right individual to contact in case of escalation KA7. Safety and precautionary measures as per the organizational standards KA8. Correct posture to be maintained while standing for long durations KA9. The organization's rules, codes, guidelines and standards applicable for the subordinates
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Footwear design and technology KB2. Different types of leather and non-leather KB3. Different components of footwear KB4. Organization's standard operating procedures KB5. Production processes involved in footwear manufacturing KB6. Various materials used in shoemaking
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Write in English/local language as applicable SA2. Fill up appropriate technical forms, process charts, activity logs, job cards, etc in the prescribed format of the company SA3. Prepare the report for the production line
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA4. Read English/local language as applicable SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
B. Professional Skills	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: SA6. Provide clear instructions to the team SA7. Interact with the internal team members, co workers, other departments, managers, etc. effectively to meet the desired outcomes SA8. Provide feedback to the team members for process improvisation
	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. Review the performance of operator, helpers in the production line SB2. Evaluate and choose effective ways to meet the production targets without compromising on the quality
Plan and Organize	
The user/ individual on the job needs to know and understand how to:	

National Occupational Standards

LSS/N3102

Supervising the production line

	SB3. Plan work according to the required schedule to meet production targets
	SB4. Effectively plan and delegate work to suit individual skill levels
	SB5. Ensure availability of materials before the beginning of the production process
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB6. Supervise the production line as per organizational standards
	SB7. Guide the team members in meeting the customer requirements
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB8. Observe and identify faults in the production to provide appropriate solutions
	SB9. Utilize resources effectively in the production line
	SB10. Resolve issues if any among team members
	SB11. Discuss with the managers on technical as well human resource related issues that cannot be resolved
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB12. Examine the product to identify defects in the product
	SB13. Analyse available information and evaluate results to identify the best solution available for the particular fault
	Critical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB14. Evaluate the information gathered from process charts, activity logs, job cards and take appropriate actions for process improvements
	SB15. Use logic and reasoning to identify the strengths and weaknesses to provide alternative solutions, conclusions or approaches to problems

National Occupational Standards

LSS/N3102

Supervising the production line

NOS Version Control

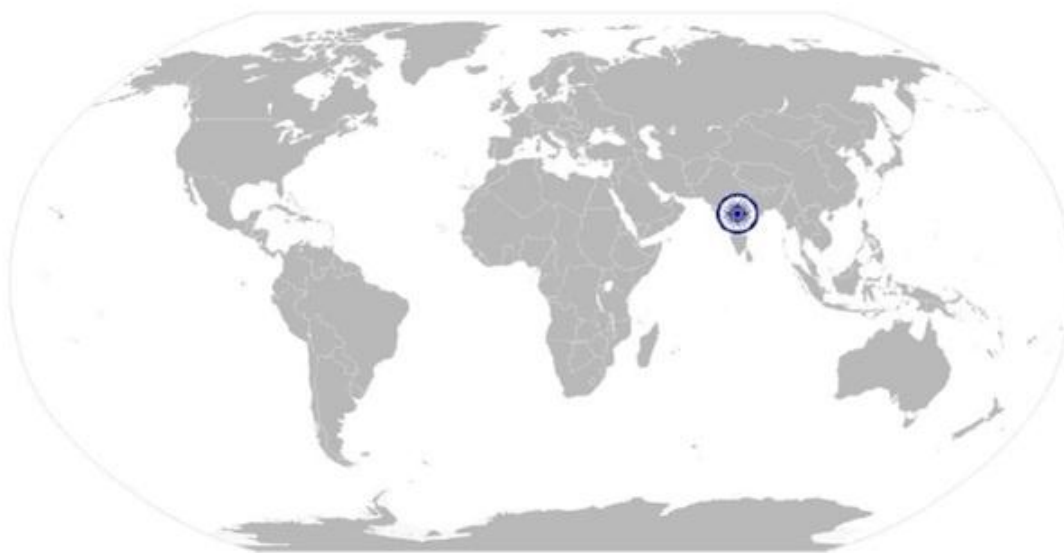
NOS Code	LSS/N3102		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Supervision	Next review date	18/06/2015

[Back To Top](#)



LSS/N3103 Ensure that the production line, tools and machines are maintained properly

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize and maintain their work areas, tools and machines to make sure that agreed production targets and instructions are met.

LSS/N3103 Ensure that the production line, tools and machines are maintained properly

National Occupational Standard

Unit Code	LSS/N3103
Unit Title (Task)	Ensure that the production line, tools and machines are maintained properly
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize and maintain their work areas, tools and machines to make sure that agreed production targets and instructions are met.
Scope	<p>This unit/task covers the following:</p> <p>Ensuring environmental conditions for the production line</p> <ul style="list-style-type: none"> • Lighting • Ventilation • General comfort <p>Ensuring that the maintenance team has done proper maintenance of the production line</p> <ul style="list-style-type: none"> • Mechanical condition • Lubrication technique • Basic cleaning technique
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Maintenance of work area, tools and machines	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Check whether materials, machinery, equipment and tools are used safely and correctly by the operators and helpers</p> <p>PC2. Ensure correct lifting and handling procedures are followed by the operators and helpers</p> <p>PC3. Ensure minimum wastage of materials in the production line</p> <p>PC4. Organize work for the subordinates</p> <p>PC5. Ensure a clean and hazard free working area is there for the operator and helpers to perform the tasks</p> <p>PC6. Deal with work interruptions</p> <p>PC7. Ensure proper maintenance within agreed schedules is conducted</p> <p>PC8. Report unsafe equipment and other dangerous occurrences to the plant supervisor</p> <p>PC9. Ensure that the correct machine guards are in place</p> <p>PC10. Ensure that the helpers and operators clean the equipment and methods appropriate for the work to be carried out</p> <p>PC11. Ensure the disposal of waste safely in the designated location</p> <p>PC12. Ensure storage of equipment safely after use</p> <p>PC13. Complete and store accurate records and documentation</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organizational procedures</p> <p>KA3. Limits of one's own and subordinates responsibility</p> <p>KA4. Ways of resolving with problems within the production line</p> <p>KA5. The production process and the specific work activities that relate to the whole process</p>

LSS/N3103 Ensure that the production line, tools and machines are maintained properly

	<p>KA6. The importance of effective communication with peers, supervisor and subordinates</p> <p>KA7. The lines of communication, authority and reporting procedures</p> <p>KA8. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. The companies maintenance standards</p> <p>KA10. The types of records kept, how are they completed and the importance of keeping them accurate</p> <p>KA11. The importance of complying with written instructions</p> <p>KA12. Equipment operating procedures / manufacturer's instructions</p> <p>KA13. Statutory responsibilities under Health, Safety and Environmental legislation and regulations</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</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>
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 team members</p> <p>SA5. Give clear instructions to co-workers, subordinates others</p> <p>SA6. Use correct technical term while interacting with colleagues</p>
B. Professional Skills	Decision Making
	<p>The user/ individual on the job needs to know and understand how to:</p>

LSS/N3103 Ensure that the production line, tools and machines are maintained properly

	SB1. Take appropriate decisions regarding to responsibilities
	SB2. Assess for any damage/faulty component in the concerned machinery and take action accordingly
	SB3. Evaluate the decision and conduct basic trouble shooting
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB4. Plan and manage work routine based on company procedure
	SB5. Plan for cleaning and lubricating the concerned machinery daily
	SB6. Plan for cleaning the concerned tools and workplace daily before and after operations
	SB7. Conduct regular checks on functioning of tools and machinery
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB8. Maintain work area, tools and machines as per the organizational requirements
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB9. Solve operational role related issues
	SB10. Report faulty components and machinery to the concerned department
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB11. Diagnose common problems in the machine based on visual inspection, sound, temperature etc
	Critical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB12. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

LSS/N3103 Ensure that the production line, tools and machines are maintained properly

NOS Version Control

NOS Code	LSS/N3103		
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	Supervision	Next review date	18/06/2015

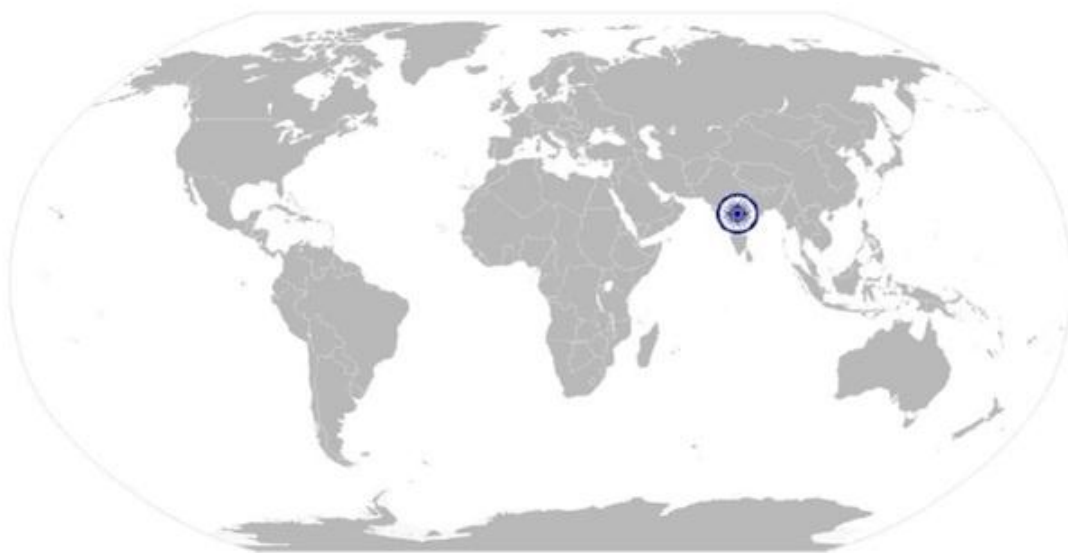
[Back To Top](#)



LSS/N8601

Maintain health, safety and security at workplace

National Occupational Standard



Overview

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

LSS/N8601

Maintain health, safety and security at workplace

National Occupational Standard

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

LSS/N8601

Maintain health, safety and security at workplace

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

LSS/N8601

Maintain health, safety and security at workplace

	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

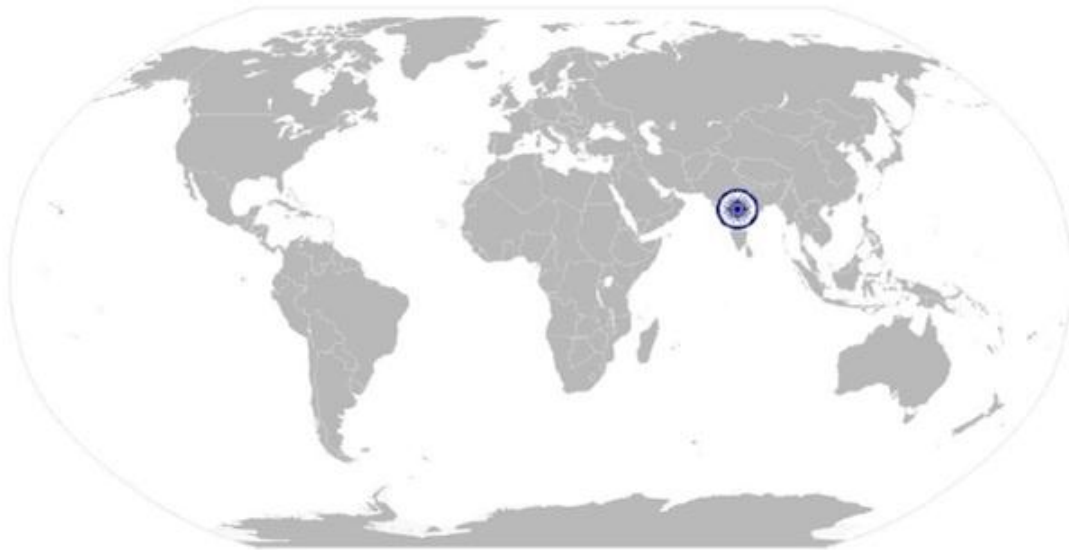
NOS Code	LSS/N8601		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Supervision	Next review date	18/06/2015

[Back To Top](#)



LSS/N8701 Comply with industry, regulatory and organizational requirements

National Occupational Standard



Overview

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

LSS/N8701 Comply with industry, regulatory and organizational requirements

National Occupational Standard

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

LSS/N8701 Comply with industry, regulatory and organizational requirements

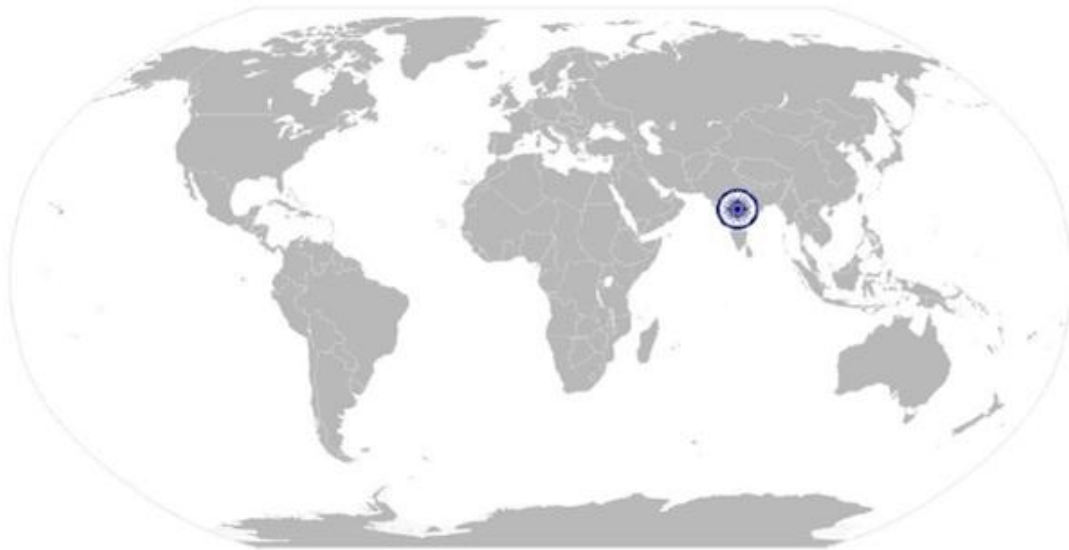
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	Oral Communication (Listening and Speaking Skills)
B. Professional Skills	The user/ individual on the job needs to know and understand how to:
	SA6. Positively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

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	Supervision	Next review date	18/06/2015

[Back To Top](#)



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Line Supervisor

Qualification Pack LSS/Q3102

Sector Skill Council Leather

Guidelines for Assessment

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

		Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
1.LSS/N3102 (Supervising the production line)	PC1. Ensure the work area is free from hazards as per the safety norms of the organization	40	1	0	1
	PC2. Ensure the cleanliness and orderliness of the work place is as per the organizational standards		1	0	1
	PC3. Ensure that all materials required for the production are available and handed over on time		2	0	2
	PC4. Ensure planning and setting the production line		2	1	1
	PC5. Conduct the trial production as per the specifications		2	0	2
	PC6. Set the production line if trial production is successful		2	1	1
	PC7. Take care of any suggestions/ bottlenecks after the trial production		3	1	2

	PC8. Incorporate any suggestions or modifications given , if required		2	0	2
	PC9. Resolve any bottlenecks, if any from the trial production		2	0	2
	PC10. Set the production line for the mass production		2	1	1
	PC11. Ensure the smooth functioning of the production line		2	0	2
	PC12. Ensure maximum utilization of resources and nil defects by allocating work accordingly		2	0	2
	PC13. Ensure the team adheres to the organizational rules on attendance and timekeeping		3	1	2
	PC14. Manage the administrative functions for the team		3	1	2
	PC15. Allocate the work among the team ensuring maximum utilization of resources and nil defects		2	0	2
	PC16. Conduct a visual examination of the trial product on completion		3	1	2
	PC17. Ensure minimum wastage and their proper disposal		2	0	2
	PC18. Prepare all the reports and documentations for the production line, as per organizational standards		3	1	2
	PC19. Liaison with other departments for all production related work		1	0	1
		Total	40	8	32
2. LSS/N3103 (Ensure that the Production Line, Tools and Machines are Maintained Properly)	PC1. Check whether materials, machinery, equipment and tools are used safely and correctly by the operators and helpers	30	2	0	2
	PC2. Ensure correct lifting and handling procedures are followed by the operators and helpers		3	1	2
	PC3. Ensure minimum wastage of materials in the production line		3	1	2

	PC4. Organize work for the subordinates		2	0	2
	PC5. Ensure a clean and hazard free working area is there for the operator and helpers to perform the tasks		3	1	2
	PC6. Deal with work interruptions		2	0	2
	PC7. Ensure proper maintenance within agreed schedules is conducted		1	0	1
	PC8. Report unsafe equipment and other dangerous occurrences to the plant supervisor		2	0	2
	PC9. Ensure that the correct machine guards are in place		3	1	2
	PC10. Ensure that the helpers and operators clean the equipment and methods appropriate for the work to be carried out		2	0	2
	PC11. Ensure the disposal of waste safely in the designated location		2	0	2
	PC12. Ensure storage of equipment safely after use		2	0	2
	PC13. Complete and store accurate records and documentation		3	1	2
		Total	30	5	25
3.LSS/N8601 (Maintain health, safety and security at work)	PC1. Comply with health and safety related instructions applicable to the workplace	45	3	0	3
	PC2. Use and maintain personal protective equipment as per protocol		3	1	2
	PC3. Carry out own activities in line with approved guidelines and procedures		2	0	2
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	1	2
	PC5. Follow environment management system related procedures		3	0	3
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		3	1	2

	PC7. Report any service malfunctions that cannot be rectified		2	0	2
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		2	0	2
	PC9. Safely handle and move waste and debris		3	1	2
	PC10. Minimize health and safety risks to self and others due to own actions		2	0	2
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		2	0	2
	PC12. Monitor the workplace and work processes for potential risks and threats		2	0	2
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	1	2
	PC14. Report hazards and potential risks/threats to supervisors or other authorized personnel		2	0	2
	PC15. Participate in mock drills/evacuation procedures organized at the workplace		3	0	3
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		3	0	3
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		2	0	2
	PC18. Follow organization procedures for shutdown and evacuation when required		2	0	2
		Total	45	5	40
4. LSS/N8701 (Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	15	3	0	3
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		4	1	3

	PC3. Apply and follow these policies and procedures within the work practices		2	0	2
	PC4. Provide support to the supervisor and team members in enforcing these considerations		3	1	2
	PC5. Identify and report any possible deviation to these requirements		3	0	3
		Total	15	2	13