

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 - Moulding Supervisor

SECTOR:	NON- LEATHER
SUB SECTOR:	Non-Leather Footwear
OCCUPATION:	Moulding/ Supervising
REFERENCE ID:	LSS/Q7601
ALIGNED TO:	NCO-2004/8268.40

Moulding Supervisor is in-charge for running the day-to-day work flow and processes of the moulding department. Moulding is the process during which the upper and the PU sole is attached and the shoe is complete.

Brief Job Description: Moulding Supervisor ensures the smooth functioning of the Moulding production by managing the work allocations effectively. He ensures the production targets are met and the quality standards are adhered to.

Personal Attributes: The job requires the individual to have attention to details; good eyesight; ability to work on machines; a sharp mind to spot and correct errors; ability to work for long hours; high level of concentration and patience to work.

Qualifications Pack Code	LSS/Q7601		
Job Role	Moulding Supervisor		
Credits(NSQF)	TBD	Version number	1.0
Sector	Non- Leather	Drafted on	30/04/14
Sub-sector	Non-Leather Footwear	Last reviewed on	31/03/15
Occupation	Moulding/ Supervising	Next review date	31/03/17
NSQC Clearance on	18/06/2015		

Job Role	Moulding Supervisor
Role Description	Moulding Supervisor ensures the smooth functioning of the Moulding production by managing the work allocations effectively. He ensures the production targets are met and the quality standards are adhered to
NSQF level	5
Minimum Educational Qualifications*	Class X
Maximum Educational Qualifications*	N/A
Training (Suggested but not mandatory)	Prior training in non- leather footwear manufacturing preferred
Minimum Job Entry Age	18 years
Experience	Prior experience as an operator in the production line for a minimum of 3-4 years.
Applicable National Occupational Standards (NOS)	<p>Compulsory</p> <ol style="list-style-type: none"> LSS/N7601 Delegate and monitor the work as per production plan LSS/N7602 Interact and coordinate with team members, colleagues and seniors LSS/N7603 Check the various inputs required for the moulding process LSS/N7604 Ensure the quality standards as per the quality specifications LSS/N7605 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.

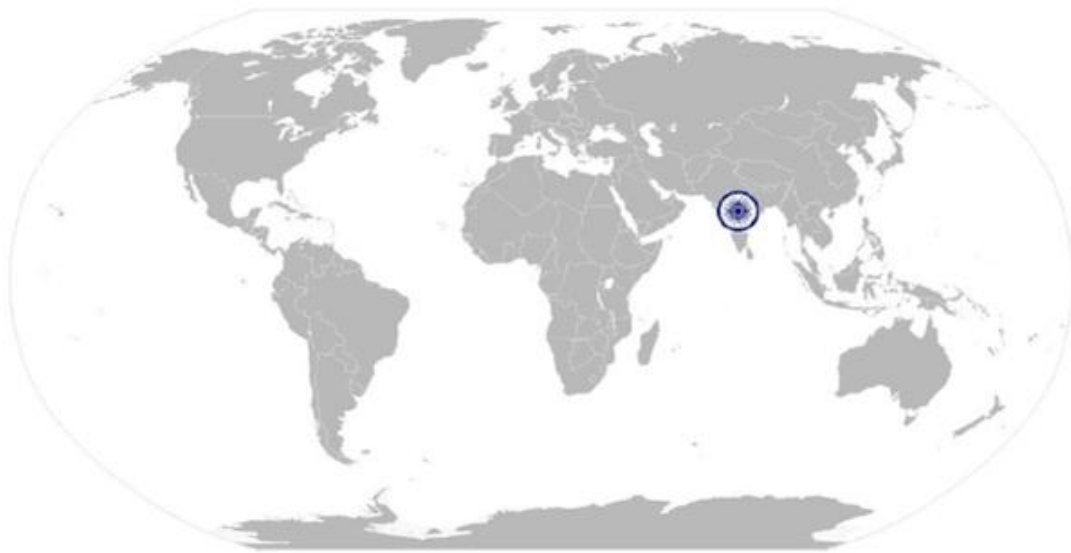
Acronyms

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

LSS/N7601

Delegate and monitor the work as per production plan

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for allocating and monitoring the work as per production plan.

National Occupational Standards

LSS/N7601

Delegate and monitor the work as per production plan

National Occupational Standard

Unit Code	LSS/N7601
Unit Title (Task)	Delegate and monitor the work as per production plan
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for allocating and monitoring the work as per production plan.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Allocating and monitoring work
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Allocating and Monitoring work	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Ensure the work area is free from hazards as per the safety 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 PC5. Allocate work to subordinate workers as per their experience and expertise PC6. Train and educate them on the work allotted if required PC7. Instruct about the job to be performed on daily basis PC8. Check quality of output PC9. Monitor and supervise as per requirement
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Expectations and responsibilities of the job role KA2. Details of the various job roles and responsibilities KA3. Responsibilities and line of reporting within the work area KA4. The organization's rules, codes, guidelines and standards KA5. Work target and review mechanism KA6. Method of obtaining/ giving feedback related to performance KA7. Process for offering/ obtaining work related assistance KA8. Protocol and format for reporting work related risks/ problems KA9. Contact person in case of queries on procedure or products KA10. Documentation required as part of the process KA11. Main types of products manufactured by the company KA12. Statutory responsibilities under health, safety and environmental legislation and regulations KA13. Common hazards in the work area and workplace procedures for dealing with them KA14. Contact person in case of queries on procedure or products KA15. The escalation hierarchy
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. The moulding process KB2. Procedures for operating moulding machine

National Occupational Standards

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Delegate and monitor the work as per production plan

	<p>KB3. The organizations standard operating procedures</p> <p>KB4. The raw material defects and handling defects</p> <p>KB5. How to identify the process and product problems</p> <p>KB6. Procedures for handling the tools and equipment</p> <p>KB7. Procedures with regard to material re-usage and disposal</p> <p>KB8. Quality standards</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 and document appropriate technical forms, job cards, inspection sheets as required format of the company
	SA2. Record any deviations/ incidents as per prescribed norms
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
	SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards as applicable
	SA4. Read in the local language
B. Professional Skills	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA6. Speak and communicate effectively to peers and team members
	SA7. Give clear instructions to co-workers, subordinates others
	SA8. Use correct technical term while interacting with colleagues
	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Analyze the skill levels of the team members and allocate work accordingly
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB2. Allocate work for optimum output of required quality and quantity
	SB3. Plan the work targets for the team members
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB4. Ensure the products are delivered as per the quality standards of the customer
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB5. Analyse and review any disruptions and delays and ways to mitigate them
	SB6. Evaluate process deviations, if any and suggest possible solution
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB7. Analyze ways to improve work processes for greater output
	SB8. Identify the training needs for the team members

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Delegate and monitor the work as per production plan

	SB9. Monitor the work processes and provide feedback for improvisation
	Critical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB10. Build team coordination SB11. Motivate team members SB12. Resolve inter-personal conflicts among workers and departments SB13. Monitor the workers' outputs



National Occupational Standards

LSS/N7601 Delegate and monitor the work as per production plan

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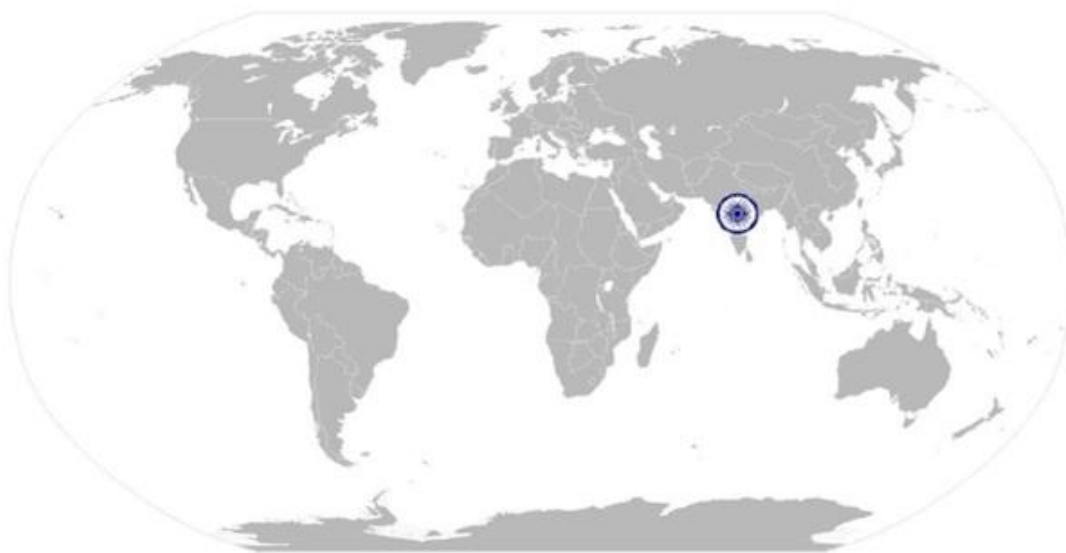
NOS Code	LSS/N7601		
Credits (NSQF)	TBD	Version number	1.0
Sector	Non- Leather	Drafted on	30/04/14
Industry Sub-sector	Non-Leather Footwear	Last reviewed on	31/03/15
Occupation	Moulding/ Supervising	Next review date	18/06/2015

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LSS/N7602 Interact and coordinate with team members, colleagues and seniors

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for interacting and coordinating with team members, colleagues and seniors.

LSS/N7602 Interact and coordinate with team members, colleagues and seniors

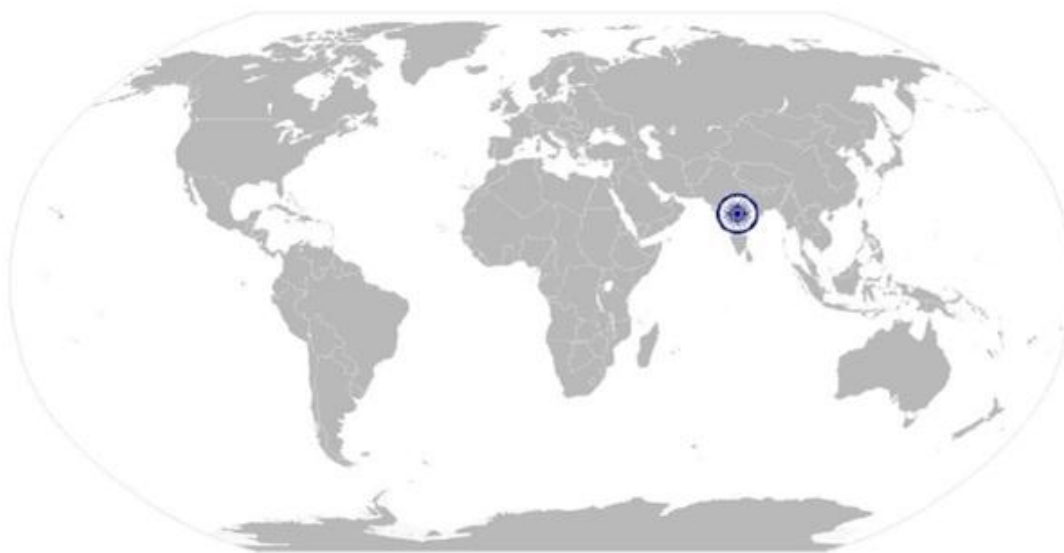
Unit Code	LSS/N7602
Unit Title (Task)	Interact and coordinate with team members, colleagues and seniors
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for interacting and coordinating with team members, colleagues and seniors.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Interacting and coordinating with subordinates Interacting and coordinating with superiors Interacting and coordinating with colleagues
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Interaction with subordinates	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Give work instructions to the team members</p> <p>PC2. Instruct about the delivery time, tools and machines, and consumables to be used and quality requirements</p> <p>PC3. Educate about a new requirements/objectives of the company</p> <p>PC4. Train about using and maintenance of machines and tools</p> <p>PC5. Communicate any potential hazards or safety measures to be followed</p> <p>PC6. Listen to various problems reported by the team members and provide solution</p> <p>PC7. Check the quality of the completed work from the team members and give feedback</p>
Interaction and coordination with superiors	<p>PC8. Receive work instructions and feedback from reporting manager or other senior</p> <p>PC9. Communicate to reporting superior about process-flow improvements, product</p> <p>PC10. Review and Defects received from previous process, repairs and maintenance of tools and machinery as required</p> <p>PC11. Communicate to reporting superior about employee management, i.e., shortages or performance related</p> <p>PC12. Communicate any potential hazards or expected process disruptions</p> <p>PC13. Re-work based on feedback provided by superior on product, process and people</p>
Interaction and coordination with colleagues within and outside the department	<p>PC14. Work as a team with colleagues and share work as per their or own work load and skills</p> <p>PC15. Work with colleagues of other departments</p> <p>PC16. Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</p> <p>PC17. Receive feedback from QC and rework in order to complete work on time</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. Responsibilities and line of reporting within the work area</p> <p>KA2. Protocol to obtain more information on work related tasks</p> <p>KA3. Organizational policies and procedures</p>

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organization and its processes)	<p>KA4. Work target and review mechanism</p> <p>KA5. Method of obtaining/ giving feedback related to performance</p> <p>KA6. Importance of team work and harmonious working relationships</p> <p>KA7. Process for offering/ obtaining work related assistance</p> <p>KA8. Protocol and format for reporting work related risks/ problems</p> <p>KA9. Contact person in case of queries on procedure or products</p> <p>KA10. Common hazards in the work area and procedures for dealing with them</p> <p>KA11. Procedures for handling the tools and equipment</p> <p>KA12. Procedures with regard to material re-usage and disposal</p> <p>KA13. Quality standards</p> <p>KA14. Documentation required as part of the process</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Procedures to operate the PU moulding machines</p> <p>KB2. Procedures and concept of the operations followed in the moulding Process</p> <p>KB3. The ways by which material can be contaminated or damaged during processing and the effects on quality</p> <p>KB4. The properties of the chemicals used in the PU moulding machine</p> <p>KB5. The hinged type last and two part metal last</p> <p>KB6. Basic units of measurements</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Document and report any deviations from the organizational policies
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
	SA2. Read instructions, guidelines/procedures/rules related to the worksite
B. Professional Skills	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA3. Communicate effectively
	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Make appropriate decisions pertaining to the concerned area of work with respect to intended work objective, span of authority, responsibility, laid down procedure and guidelines
B. Professional Skills	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB2. Monitor the workers
	SB3. Build team coordination
	SB4. Manage work flow and personnel
	SB5. Motivate team members
B. Professional Skills	SB6. Improve work processes for greater output
	SB7. Allocate work for optimum output of required quality and quantity
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:

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	SB8. Provide and ensure customer satisfaction
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB9. Make appropriate decisions pertaining to the concerned area of work with respect to intended work objective, span of authority, responsibility, laid down procedure and guidelines
	SB10. Resolve inter-personal conflicts among workers and departments
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB11. Apply balanced judgment to different situations
	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

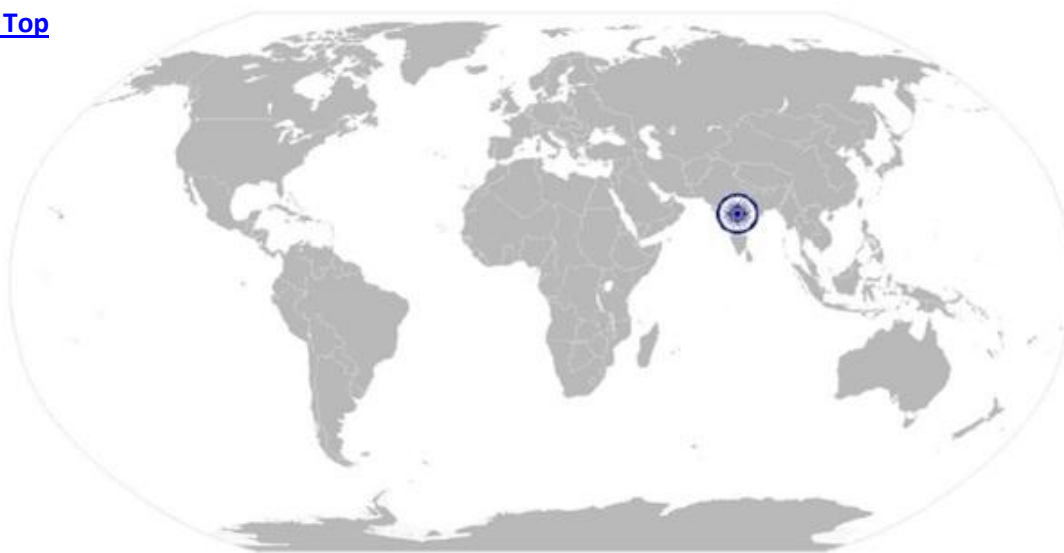


LSS/N7602 Interact and coordinate with team members, colleagues and seniors

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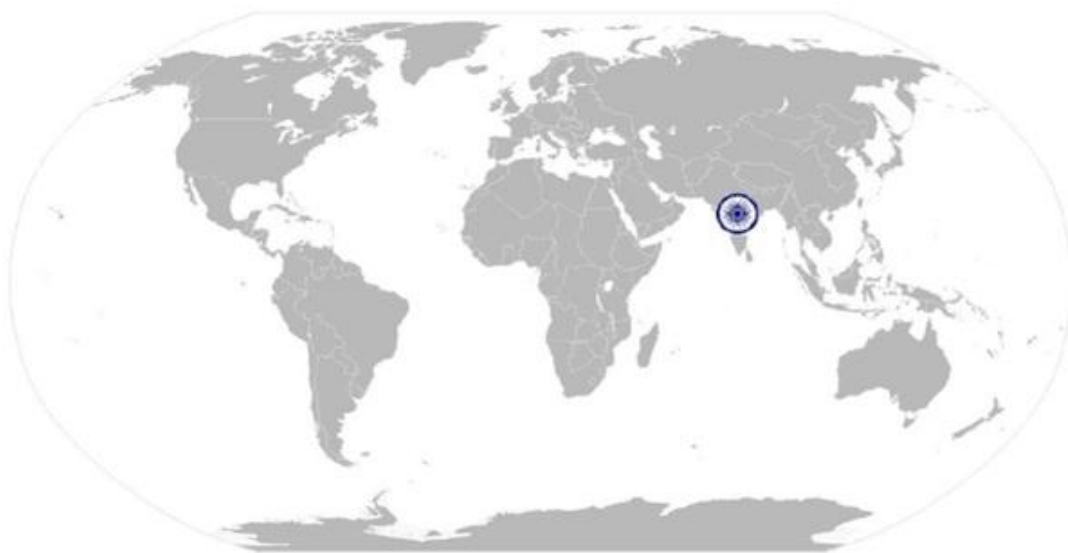
NOS Code	LSS/N7602		
Credits (NSQF)	TBD	Version number	1.0
Sector	Non- Leather	Drafted on	30/04/14
Industry Sub-sector	Non-Leather Footwear	Last reviewed on	31/03/15
Occupation	Moulding/ Supervising	Next review date	18/06/2015

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LSS/N7603 Check the various inputs required for the moulding process

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for checking the various inputs required for the moulding process.

LSS/N7603 Check the various inputs required for the moulding process

National Occupational Standard

Unit Code	LSS/N7603
Unit Title (Task)	Check the various inputs required for the moulding process
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for checking the various inputs required for the moulding process.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Checking the machine requirement • Checking the manpower requirement • Checking the raw material requirement
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Check the machine requirement	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Inspect the machine for any faults and defects</p> <p>PC2. Set the machine controls as per the requirement</p>
Check the manpower requirement	<p>PC3. Check the availability of the manpower as per the production plan</p> <p>PC4. Allocate work to subordinate workers, train and educate them</p>
Check the raw material requirement	<p>PC5. Check the various types of raw material required in the production process</p> <p>PC6. Inspect and randomly check the quality of the raw material</p> <p>PC7. Reject the raw material if it does not meet the quality 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. Expectations and responsibilities of the job role</p> <p>KA2. Details of the various job roles and responsibilities</p> <p>KA3. Responsibilities and line of reporting within the work area</p> <p>KA4. The organization's rules, codes, guidelines and standards</p> <p>KA5. Work target and review mechanism</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. Procedures for handling the tools and equipment</p> <p>KA9. Quality standards</p> <p>KA10. Documentation required as part of the process</p> <p>KA11. Importance of team work and harmonious working relationships</p> <p>KA12. Contact person in case of queries on procedure or products</p> <p>KA13. Method to handle tools and equipment safely and the health and safety implications of not doing so</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Procedures to operate the PU moulding machines</p> <p>KB2. Procedures and concept of the operations followed in the moulding Process</p> <p>KB3. The ways by which material can be contaminated or damaged during processing and the effects on quality</p> <p>KB4. The properties of the chemicals used in the PU moulding machine</p> <p>KB5. The hinged type last and two part metal last</p> <p>KB6. Basic units of measurements knowledge</p> <p>KB7. Procedures for operating moulding machine</p>

LSS/N7603 Check the various inputs required for the moulding process

	KB8. Procedures with regard to material re-usage and disposal KB9. Manpower requirement for moulding operation
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 forms as per organizational procedures
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA2. Read and comprehend basic English/local language to read and interpret decals/indicators in the machine/operator's manual
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: SA3. Communicate effectively SA4. Report and address potential areas of disruptions to work process
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. Make appropriate decisions pertaining to the concerned area of work with respect to intended work objective, span of authority, responsibility, laid down procedure and guidelines
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB2. Build team coordination SB3. Manage work flow and personnel SB4. Motivate team members SB5. Monitor the workers SB6. Allocate work for optimum output of required
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB7. Evaluate and assess work is as per customer standards
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB8. Identify sources of support that can be availed for problem solving for various kinds of problems
	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. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

LSS/N7603 **Check the various inputs required for the moulding process**

NOS Version Control

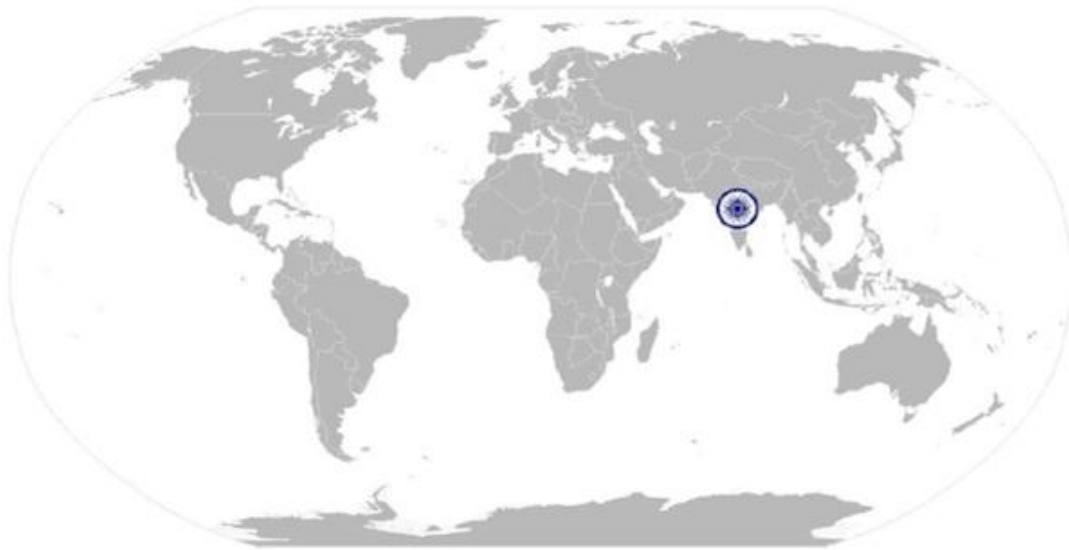
NOS Code	LSS/N7603		
Credits (NSQF)	TBD	Version number	1.0
Sector	Non- Leather	Drafted on	30/04/14
Industry Sub-sector	Non-Leather Footwear	Last reviewed on	31/03/15
Occupation	Moulding/ Supervising	Next review date	18/06/2015

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LSS/N7604 **Ensure the quality standards as per the quality specifications**

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for ensuring the quality standards as per the quality specifications.

LSS/N7604 Ensure the quality standards as per the quality specifications

National Occupational Standard

Unit Code	LSS/N7604
Unit Title (Task)	Ensure the quality standards as per the quality specifications
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for ensuring the quality standards as per the quality specifications.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Randomly inspecting and checking the quality of the product during the moulding process.
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Random inspection and quality check of the product	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Inspect the work area is free from hazards as per the safety norm of the organization</p> <p>PC2. Inspect the work area and check for the cleanliness and as per the organizational standards</p> <p>PC3. Obtain and check the production plan and ensure that the work is carried out as per the quality specifications mentioned</p> <p>PC4. Inspect and check the quality of the PU chemical mix</p> <p>PC5. Inspect and check the quality during the molding process</p> <p>PC6. Inspect and randomly check if the semi finished products are free from defects after molding process</p> <p>PC7. Inspect and handle damages as per the quality standards</p> <p>PC8. Reject the semi finished products which do not meet the quality specifications</p> <p>PC9. Ensure the parameters are set as per the manufacturers instruction</p> <p>PC10. Ensure the quality of the semi finished products is as per the specified quality standards</p> <p>PC11. Ensure that the semi finished product is free from production and handling damages</p> <p>PC12. Give feedback on the quality of the product on the continuous basis</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Expectations and responsibilities of the job role</p> <p>KA2. Details of the various job roles and responsibilities</p> <p>KA3. Responsibilities and line of reporting within the work area</p> <p>KA4. The organization's rules, codes, guidelines and standards</p> <p>KA5. Work target and review mechanism</p> <p>KA6. Method of obtaining/ giving feedback related to performance</p> <p>KA7. Importance of team work and harmonious working relationships</p> <p>KA8. Process for offering/ obtaining work related assistance</p> <p>KA9. Protocol and format for reporting work related risks/ problems</p> <p>KA10. Contact person in case of queries on procedure or products</p> <p>KA11. Procedures for handling the tools and equipment</p> <p>KA12. Procedures with regard to material re-usage and disposal</p> <p>KA13. Quality standards</p> <p>KA14. Documentation required as part of the process</p>

LSS/N7604 Ensure the quality standards as per the quality specifications

	<p>KA15. Procedures for operating moulding machine</p> <p>KA16. Main types of products manufactured by the company</p> <p>KA17. Statutory responsibilities under health, safety and environmental legislation and regulations</p> <p>KA18. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA19. Importance of team work and harmonious working relationships</p> <p>KA20. Contact person in case of queries on procedure or products</p> <p>KA21. Method to handle tools and equipment safely and the health and safety implications of not doing so</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Procedures to operate the PU moulding machines</p> <p>KB2. Procedures and concept of the operations followed in the moulding Process</p> <p>KB3. The ways by which material can be contaminated or damaged during processing and the effects on quality</p> <p>KB4. Chemicals used in the PU moulding machine</p> <p>KB5. Knowledge of the hinged type last and two part metal last</p> <p>KB6. Basic units of measurements knowledge</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Document and report as per organizational processes
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
	SA2. Read and comprehend basic English/local language to read and interpret decals/indicators in the machine/operator's manual
B. Professional Skills	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA3. Communicate effectively
	SA4. Report and address potential areas of disruptions to work process
	Decision Making
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	SB1. Assess for any damage/faulty component in the equipment and report to the concerned person
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB2. Monitor the workers
	SB3. Build team coordination
	SB4. Manage work flow and personnel
B. Professional Skills	SB5. Motivate team members
	SB6. Improve work processes for greater output
	SB7. Allocate work for optimum output of required quality and quantity
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB8. Ensure quality standards are followed

LSS/N7604 Ensure the quality standards as per the quality specifications

	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB9. Resolve inter-personal conflicts among workers and departments SB10. Assess the situation and review the process disruptions and delays
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB11. Apply balanced judgement to different situations
	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

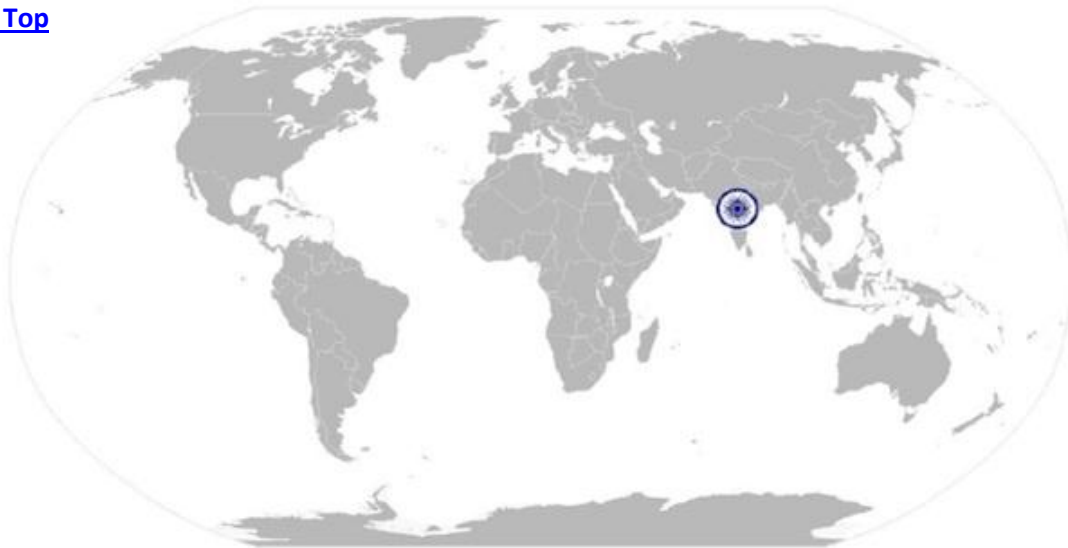


LSS/N7604 Ensure the quality standards as per the quality specifications

NOS Version Control

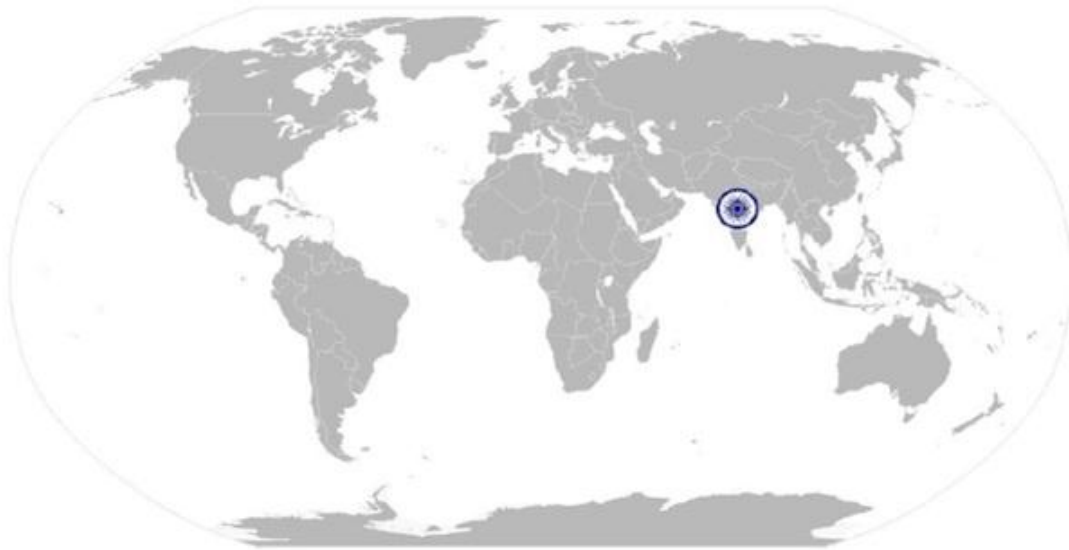
NOS Code	LSS/N7604		
Credits (NSQF)	TBD	Version number	1.0
Sector	Non- Leather	Drafted on	30/04/14
Industry Sub-sector	Non-Leather Footwear	Last reviewed on	31/03/15
Occupation	Moulding/ Supervising	Next review date	18/06/2015

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LSS/N7605 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/N7605 Ensure that the production line, tools and machines are maintained properly

National Occupational Standard

Unit Code	LSS/N7605
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	This unit/task covers the following: <ul style="list-style-type: none"> Ensure maintenance of work area, tools and machines
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Ensure 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 responsibility 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> <p>KA6. The importance of effective communication with peers, supervisors 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>

LSS/N7605 Ensure that the production line, tools and machines are maintained properly

	KA13. Statutory responsibilities under Health, Safety and Environmental legislation and regulations
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 communicate orally in the local language</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p>
	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Speak and communicate effectively to peers and team members</p> <p>SA6. Give clear instructions to co-workers, subordinates others</p> <p>SA7. 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> <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>
	Plan and Organize
	<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. Plan for cleaning and lubricating the concerned machinery daily</p>

LSS/N7605 Ensure that the production line, tools and machines are maintained properly

	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. Ensure and follow organizational procedures pertaining to workplace maintenance
	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

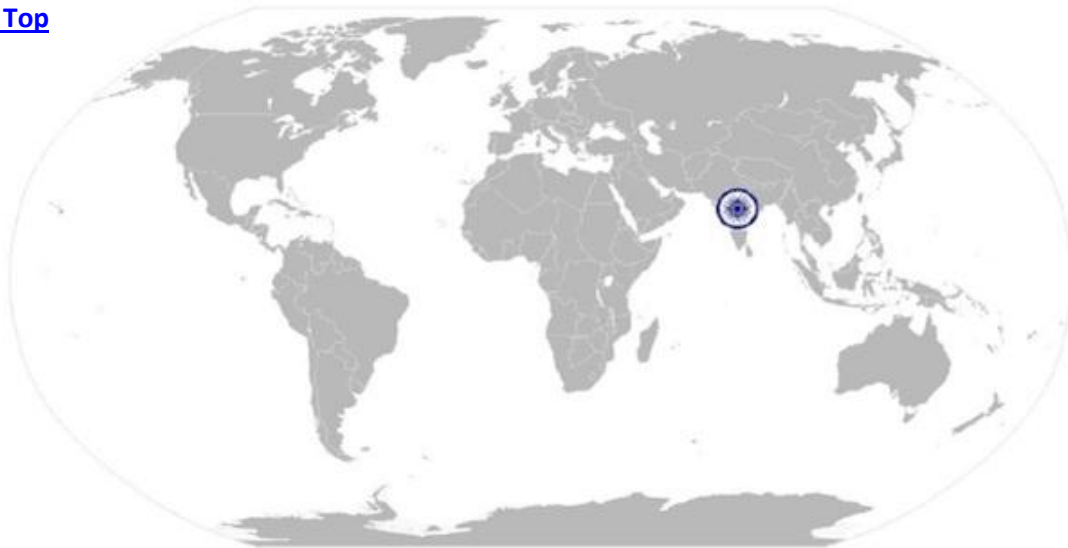


LSS/N7605 Ensure that the production line, tools and machines are maintained properly

NOS Version Control

NOS Code	LSS/N7605		
Credits (NSQF)	TBD	Version number	1.0
Sector	Non- Leather	Drafted on	30/04/14
Industry Sub-sector	Non-Leather Footwear	Last reviewed on	31/03/15
Occupation	Moulding/ Supervising	Next review date	18/06/2015

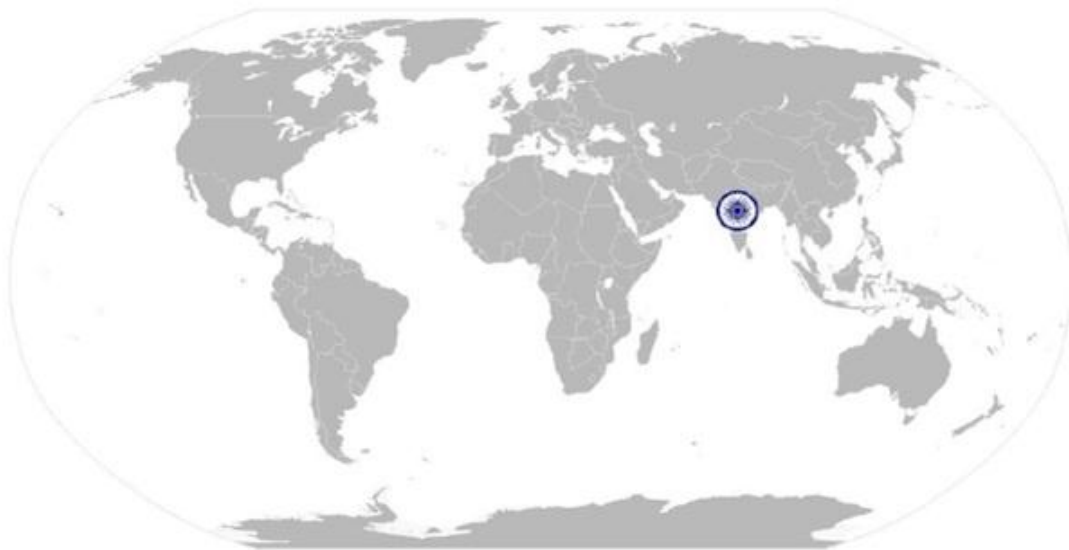
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LSS/N8601

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	This unit/task covers the following: <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 company /	<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> <p>KA3. Organizational procedures for safe handling of equipment and machine</p>

LSS/N8601

Maintain health, safety and security at workplace

organization and its processes)	<p>operations</p> <p>KA4. Potential risks due to own actions and methods to minimize these</p> <p>KA5. Environmental management system related procedures at the workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	<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 the situation and use 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> <p>SB4. Plan work according to the required schedule</p>

LSS/N8601

Maintain health, safety and security at workplace

	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

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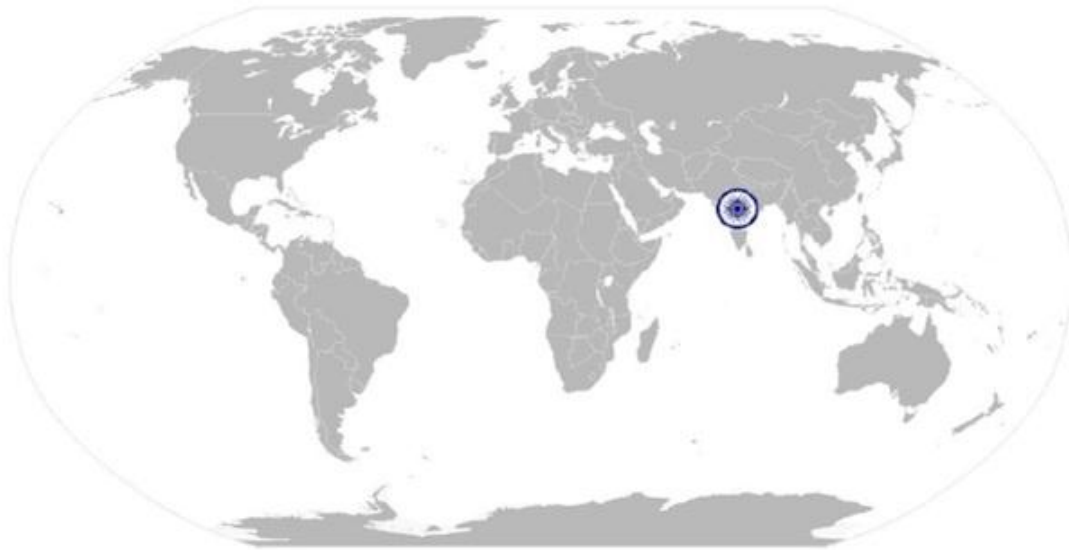
NOS Code	LSS/N8601		
Credits (NSQF)	TBD	Version number	1.0
Sector	Non- Leather	Drafted on	30/04/14
Industry Sub-sector	Non-Leather Footwear	Last reviewed on	31/03/15
Occupation	Moulding/ Supervising	Next review date	18/06/2015

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LSS/N8701 Comply with industry, regulatory and organizational requirements

National Occupational Standard



Overview

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

LSS/N8701 Comply with industry, regulatory and organizational requirements

National Occupational Standard

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

LSS/N8701 Comply with industry, regulatory and organizational requirements

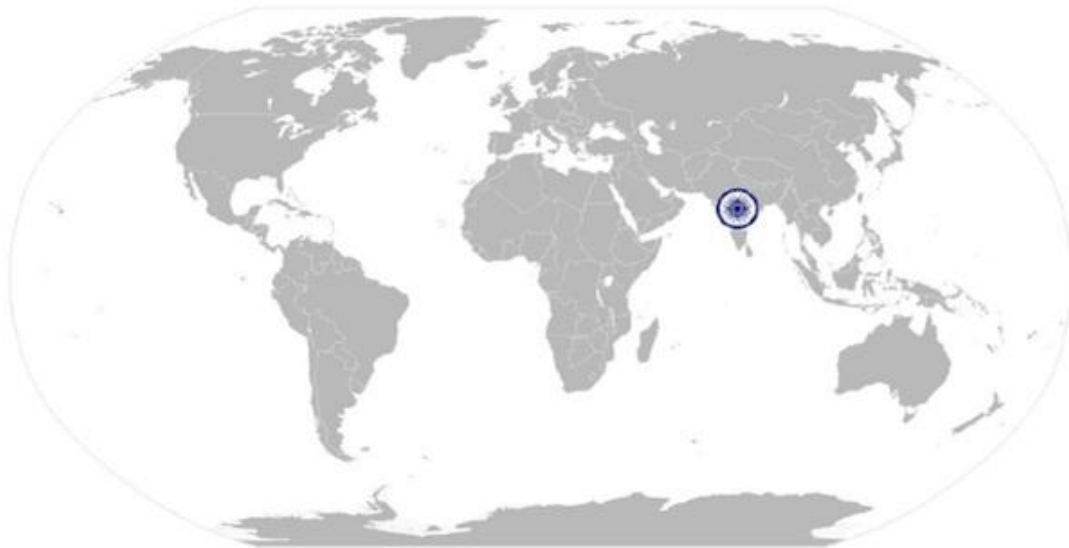
	SA4. Read and communicate orally in the local language
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA6. Positively influence the team members into following procedures
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions related to responsibilities
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB2. Plan and manage work routine based on company procedure
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB3. Ensure organizational policies and procedures are followed
	SB4. Work according to the standards set by the organization
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB5. Seek and obtain clarification from the superiors
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB6. Understand the importance of following the organizational rules and procedures
	Critical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB7. 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	Non- Leather	Drafted on	30/04/14
Industry Sub-sector	Non-Leather Footwear	Last reviewed on	31/03/15
Occupation	Moulding/ Supervising	Next review date	18/06/2015

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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role : Supervisor (Moulding)

Qualification Pack : LSS/Q7601

Sector Skill Council : NON- 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 NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	PC	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
LSS/N7601 Delegate and monitor the work as per production plan	PC1. Ensure the work area is free from hazards as per the safety norms of the organization	28	2	0	2
	PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards		2	0	2
	PC3. Ensure that all materials required for the production are available and handed over on time		3	1	2
	PC4. Ensure planning and setting		3	0	3
	PC5. Allocate work to subordinate workers as per their experience and expertise		4	1	3
	PC6. Train and educate them on the work allotted if required		3	0	3
	PC7. Instruct about the job to be performed on daily basis		4	1	3
	PC8. Check quality of output		4	1	3
	PC9. Monitor and supervise as per requirement		3	0	3
		Total	28	4	24
LSS/N7602	PC1. Give work instructions to the team	50	3	0	3

Interact and coordinate with team members, colleagues and seniors	members			
	PC2. Instruct about the delivery time, tools and machines, and consumables to be used and quality requirements	4	1	3
	PC3. Educate about a new requirements/objectives of the company	3	1	2
	PC4. Train about using and maintenance of machines and tools	3	0	3
	PC5. Communicate any potential hazards or safety measures to be followed	4	1	3
	PC6. Listen to various problems reported by the team members and provide solution	4	1	3
	PC7. Check the quality of the completed work from the team members and give feedback	4	1	3
	PC8. Receive work instructions and feedback from reporting manager or other senior	1	0	1
	PC9. Communicate to reporting superior about process-flow improvements, product	1	0	1
	PC10. Review and Defects received from previous process, repairs and maintenance of tools and machinery as required	4	1	3
	PC11. Communicate to reporting superior about employee management, i.e., shortages or performance related	3	0	3
	PC12. Communicate any potential hazards or expected process disruptions	3	0	3
	PC13. Re-work based on feedback provided by superior on product, process and people	2	0	2
	PC14. Work as a team with colleagues and share work as per their or own work load and skills	2	0	2
	PC15. Work with colleagues of other departments	2	0	2
	PC16. Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement	4	1	3
	PC17. Receive feedback from QC and rework in order to complete work on time	3	0	3

		Total	50	7	43
LSS/N7603 Check the various inputs required for the moulding process	PC1. Inspect the machine for any faults and defects	24	3	0	3
	PC2. Set the machine controls as per the requirement		4	1	3
	PC3. Check the availability of the manpower as per the production plan		3	0	3
	PC4. Allocate work to subordinate workers, train and educate them		4	1	3
	PC5. Check the various types of raw material required in the production process		3	0	3
	PC6. Inspect and randomly check the quality of the raw material		4	1	3
	PC7. Reject the raw material if it does not meet the quality specifications		3	0	3
	Total	24	3	21	
LSS/N7604 Ensure the quality standards as per the quality specifications	PC1. Inspect the work area is free from hazards as per the safety norm of the organization	35	4	1	3
	PC2. Inspect the work area and check for the cleanliness and as per the organizational standards		3	0	3
	PC3. Obtain and check the production plan and ensure that the work is carried out as per the quality specifications mentioned		4	1	3
	PC4. Inspect and check the quality of the PU chemical mix		3	0	3
	PC5. Inspect and check the quality during the moulding process		4	1	3
	PC6. Inspect and randomly check if the semi finished products are free from defects after moulding process		3	0	3
	PC7. Inspect and handle damages as per the quality standards		2	0	2
	PC8. Reject the semi finished products which do not meet the quality specifications		3	0	3
	PC9. Ensure the parameters are set as per the manufacturers instruction		2	0	2
	PC10. Ensure the quality of the semi finished products is as per the specified quality standards		2	0	2

	PC11. Ensure that the semi finished product is free from production and handling damages		3	0	3
	PC12. Give feedback on the quality of the product on the continuous basis		2	1	1
		Total	35	4	31
LSS/N7605 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	35	2	1	1
	PC2. Ensure correct lifting and handling procedures are followed by the operators and helpers		3	0	3
	PC3. Ensure minimum wastage of materials in the production line		4	1	3
	PC4. Organize work for the subordinates		4	1	3
	PC5. Ensure a clean and hazard free working area is there for the operator and helpers to perform the tasks		3	0	3
	PC6. Deal with work interruptions		2	0	2
	PC7. Ensure proper maintenance within agreed schedules is conducted		2	0	2
	PC8. Report unsafe equipment and other dangerous occurrences to the plant supervisor		3	0	3
	PC9. Ensure that the correct machine guards are in place		3	0	3
	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		3	0	3
	PC12. Ensure storage of equipment safely after use		2	0	2
	PC13. Complete and store accurate records and documentation		2	1	1
		Total	35	4	31
LSS/N8601 Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	38	2	1	1
	PC2. Use and maintain personal protective equipment as per protocol		2	0	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		2	0	2
	PC5. Follow environment management system related procedures		3	1	2
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		2	0	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	0	3
	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		1	0	1
	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		1	0	1
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		3	0	3
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		1	0	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		2	0	2
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		3	0	3
	PC18. Follow organization procedures for shutdown and evacuation when required		3	0	3
		Total	38	2	36
LSS/N8701 Comply with industry, regulatory and organizational requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	10	3	1	2

	PC2. Seek and obtain clarifications on policies and procedures, from your manager or other authorized personnel		2	0	2
	PC3. Apply and follow these policies and procedures within your work practices		2	0	2
	PC4. Provide support to your manager and team members in enforcing these considerations		1	0	1
	PC5. Identify and report any possible deviation to these requirements		2	0	2
		Total	10	1	9