

## 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 - Quality Control Inspector (Non-leather)

<b>SECTOR:</b>	LEATHER
<b>SUB SECTOR:</b>	Footwear Non- Leather
<b>OCCUPATION:</b>	Quality Assurance (Non-leather)
<b>REFERENCE ID:</b>	LSS/Q7701
<b>ALIGNED TO:</b>	NCO-2004/NIL

Quality Control Inspector ensures the quality of the product at various stages of the production process. The objective is to ensure that the final product meets the standard of quality and safety.

**Brief Job Description:** A Quality Control Inspector performs various checks and inspects the quality of the product at various stages of production. He also ensures the quality of the raw material received and is responsible for maintaining the quality at each stage till the final stage of packing.

**Personal Attributes:** The person needs to have an eye for detail. While performing the duties of this job, the employee is regularly required to stand, walk, and sit for extended periods of time.

<b>Qualifications Pack Code</b>	<b>LSS/Q7701</b>		
<b>Job Role</b>	<b>Quality Control Inspector (Non- leather)</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Leather</b>	<b>Drafted on</b>	<b>30/04/14</b>
<b>Sub-sector</b>	<b>Footwear Non- Leather</b>	<b>Last reviewed on</b>	<b>31/03/15</b>
<b>Occupation</b>	<b>Quality Assurance (Non-leather)</b>	<b>Next review date</b>	<b>31/03/17</b>
<b>NSQC Clearance on</b>	<b>18/06/2015</b>		
<b>Job Role</b>	<b>Quality Control Inspector (Non- leather)</b>		
<b>Role Description</b>	Quality Control Inspector performs various checks and inspects the quality of the product at various stages of production. He also ensures the quality of the raw material received and is responsible for maintaining the quality at each stage till the final stage of packing.		
<b>NSQF level</b>	5		
<b>Minimum Educational Qualifications*</b>	Class X		
<b>Maximum Educational Qualifications*</b>	N/A		
<b>Training</b> (Suggested but not mandatory)	Prior training in footwear manufacturing preferred		
<b>Minimum Job Entry Age</b>	18 years		
<b>Experience</b>	Prior experience as an operator for a minimum of 3-4 years or as a supervisor for 1-2 years in footwear manufacturing		
<b>Applicable National Occupational Standards (NOS)</b>	<b>Compulsory</b> <ol style="list-style-type: none"> <li><a href="#">LSS/N7701 Inspect and check quality of raw material</a></li> <li><a href="#">LSS/N7702 Check quality of semi-finished product after clicking process</a></li> <li><a href="#">LSS/N7703 Check quality of semi-finished product after moulding process</a></li> <li><a href="#">LSS/N7704 Check quality of semi-finished product after stitching process</a></li> <li><a href="#">LSS/N7705 Check quality of product after trimming process</a></li> <li><a href="#">LSS/N7706 Check quality of product after finishing process</a></li> <li><a href="#">LSS/N7707 Interact and coordinate across levels and departments</a></li> <li><a href="#">LSS/N8601 Maintain health, safety and security at workplace</a></li> <li><a href="#">LSS/N8701 Comply with industry, regulatory and organizational requirements</a></li> </ol> <b>Optional:</b> N.A.		
<b>Performance Criteria</b>	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/N7701

Inspect and check quality of raw material

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out quality checks of raw material while preparing non leather footwear.

LSS/N7701

Inspect and check quality of raw material

National Occupational Standard

<b>Unit Code</b>	<b>LSS/N7701</b>
<b>Unit Title (Task)</b>	<b>Inspect and check quality of raw material</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out quality checks of raw material while preparing non leather footwear.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Performing random inspection and quality check of the raw material</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Random inspection and quality check of the raw material</b>	<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 for the cleanliness and orderliness of the work place as per the organizational standards</p> <p>PC3. Randomly inspect and check the various types of raw materials received are free from defects and is as per the quality standards</p> <p>PC4. Reject raw material as required</p> <p>PC5. Maintain all documents related to inspection</p> <p>PC6. Check if raw material is stored properly</p> <p>PC7. Check if packing condition is appropriate</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Expectations and responsibilities of the job role</p> <p>KA2. The organization's rules, codes, guidelines and standards</p> <p>KA3. Main types of products manufactured by the company</p> <p>KA4. Statutory responsibilities under health, safety and environmental legislation and regulations</p> <p>KA5. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA6. Importance of team work and harmonious working relationships</p> <p>KA7. Contact person in case of queries on procedure or products</p> <p>KA8. Method to handle tools and equipment safely and the health and safety implications of not doing so</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The manufacturing process</p> <p>KB2. Main types of raw materials required by each type of product manufactured by the organization</p> <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. The escalation hierarchy</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to:

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### Inspect and check quality of raw material

	SA1. Write in basic English/local language as applicable
	SA2. Write and document relevant technical forms, job cards, activity logs, quality reports, daily production sheets as per the prescribed format of the company
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to:
	SA3. Read and comprehend basic English/ local language as applicable
	SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards, etc
	SA5. Read and comprehend customer's requirement and quality standards
	<b>Oral Communication (Listening and Speaking Skills)</b>
<b>B. Professional Skills</b>	The user/ individual on the job needs to know and understand how to:
	SA6. Listen actively
	SA7. Communicate effectively with the operators and supervisors
	SA8. Provide appropriate feedback to the operators and supervisors
	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to:
	SB1. Evaluate the situation and apply appropriate method of inspection
	SB2. Analyse the raw material, review and decide on approval/ rejection based on quality standards of the organization
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to:
	SB3. Plan quality checks on regular basis
	SB4. Plan for receipt of confirmation of raw materials from the concerned department
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to:
	SB5. Ensure quality checks on the raw materials received as per customer standards
	SB6. Ensure customer satisfaction by timely and quality completion of work
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB7. Identify faults, the causes and rectification for deviations from the quality standards
	SB8. Discuss and suggest methods for rectification
	SB9. Identify possible ways to improve quality and efficiency
	SB10. Assess the quality of the raw material to identify defects
	SB11. Assess the defects and suggest appropriate action
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB12. Apply balanced judgement to different situations
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB13. Evaluate the criticality of the quality defect of the raw material and take appropriate action



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**Inspect and check quality of raw material**

	SB14. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently
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LSS/N7701

Inspect and check quality of raw material

## NOS Version Control

NOS Code	LSS/N7701		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear Non-Leather	Last reviewed on	31/03/15
Occupation	Quality Assurance (Non-leather)	Next review date	18/06/2015

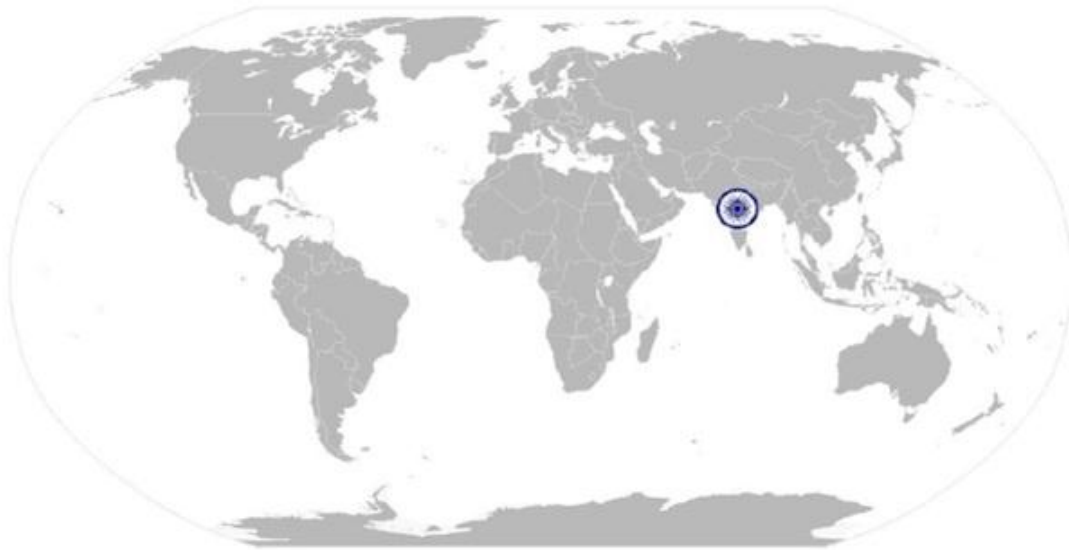
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LSS/N7702 Check quality of semi-finished product after clicking process

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out quality checks of semi-finished products while preparing non-leather footwear.

**LSS/N7702 Check quality of semi-finished product after clicking process**
**National Occupational Standard**

<b>Unit Code</b>	<b>LSS/N7702</b>
<b>Unit Title (Task)</b>	<b>Check quality of semi-finished product after clicking process</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out quality checks of semi-finished products while preparing non-leather footwear.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Random inspection and quality check of the product after the clicking process</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Random inspection and the quality check of the product after the clicking process</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Inspect the work area is free from hazards as per the safety norm of the organization</li> <li>PC2. Inspect the work area and check for the cleanliness and as per the organizational standards</li> <li>PC3. Obtain and check the production plan and ensure that the work is carried out as per the quality specifications mentioned</li> <li>PC4. Inspect and check the quality during the clicking process</li> <li>PC5. Inspect and randomly check if the semi finished products are free from defects after clicking process</li> <li>PC6. Inspect and handle damages as per the quality standards</li> <li>PC7. Reject the semi finished products which do not meet the quality specifications</li> <li>PC8. Ensure the parameters are set as per the manufacturers instruction</li> <li>PC9. Ensure the quality of the semi finished products is as per the specified quality standards</li> <li>PC10. Ensure that the semi finished product is free from production and handling damages</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (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"> <li>KA1. Expectations and responsibilities of the job role</li> <li>KA2. The organization's rules, codes, guidelines and standards</li> <li>KA3. Procedures for operating clicking machine</li> <li>KA4. Main types of products manufactured by the company</li> <li>KA5. Statutory responsibilities under health, safety and environmental legislation and regulations</li> <li>KA6. Common hazards in the work area and workplace procedures for dealing with them</li> <li>KA7. Importance of team work and harmonious working relationships</li> <li>KA8. Contact person in case of queries on procedure or products</li> <li>KA9. Method to handle tools and equipment safely and the health and safety implications of not doing so</li> </ul>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. The clicking process</li> <li>KB2. The various types of dyes and the types of clicking</li> </ul>

### LSS/N7702 Check quality of semi-finished product after clicking process

	<p>KB3. Organization's standard operating procedures</p> <p>KB4. Clicking defects and handling defects</p> <p>KB5. How to identify the process and product problems</p> <p>KB6. The escalation hierarchy</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to:
	SA1. Write in basic English/ local language as applicable
	SA2. Write and document relevant technical forms, job cards, activity logs, quality reports, daily production sheets as per the prescribed format of the company
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to:
	SA3. Read and comprehend basic English/ local language as applicable
	SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards, etc
	SA5. Read and comprehend customer's requirement and quality standards
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to:
	SA6. Listen actively
	SA7. Communicate effectively with the operators and supervisors
	SA8. Provide appropriate feedback to the operators and supervisors
	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to:
	SB1. Evaluate the situation and apply appropriate method of inspection
	SB2. Analyse the semi finished product, review and decide on approval/ rejection based on quality standards of the organization
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to:
	SB3. Plan quality checks on regular basis
	SB4. Plan for receipt of confirmation of raw materials from the concerned department
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to:
	SB5. Ensure quality checks on the semi finished product after the clicking process as per the customer standards
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB6. Identify faults, the causes and rectification for deviations from the quality standards
	SB7. Discuss and suggest methods for rectification
	SB8. Identify possible ways to improve quality and efficiency
	SB9. Assess the quality of the semi finished product to identify defects in the clicking process
	SB10. Assess the defects and suggest appropriate action
	<b>Analytical Thinking</b>

## **LSS/N7702      Check quality of semi-finished product after clicking process**

	The user/ individual on the job needs to know and understand how to:
	SB11. Apply balanced judgement to different situations
	SB12. Review and evaluate probable defects and ways to avoid them
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB13. Evaluate the criticality of the quality defect of the semi finished product and take appropriate action
	SB14. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently



**LSS/N7702      Check quality of semi-finished product after clicking process**

## NOS Version Control

NOS Code	LSS/N7702		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear Non-Leather	Last reviewed on	31/03/15
Occupation	Quality Assurance (Non-leather)	Next review date	18/06/2015

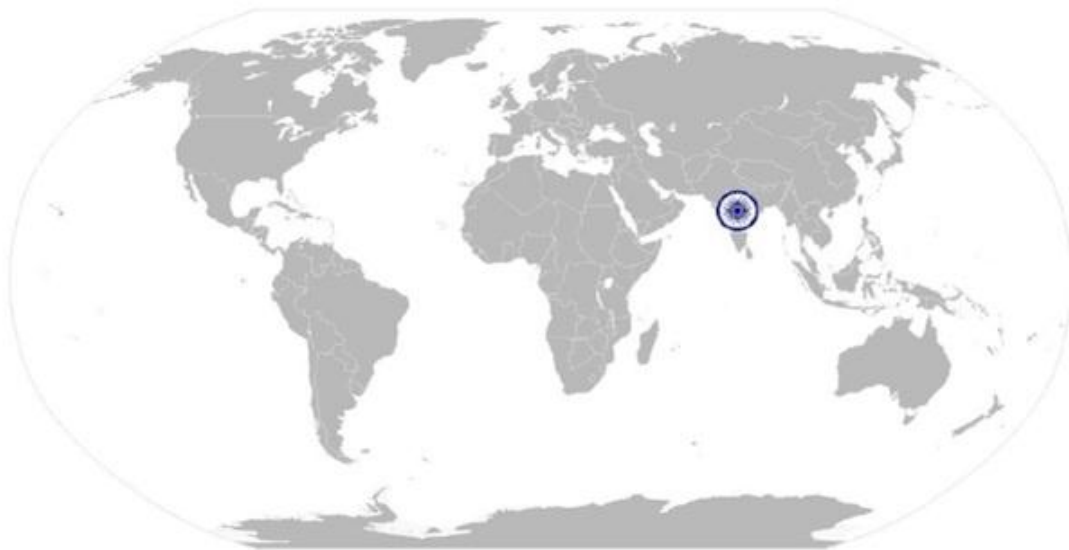
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LSS/N7703 Check quality of semi-finished product after moulding process

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out quality checks of semi-finished products after moulding while preparing non leather footwear.



**LSS/N7703 Check quality of semi-finished product after moulding process**

National Occupational Standard

Unit Code	LSS/N7703
Unit Title (Task)	Check quality of semi-finished product after moulding process
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out quality checks of semi-finished products after moulding while preparing non leather footwear.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> <li>Performing random inspection and quality check of the product after the moulding process</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Random inspection and quality check of the product after the moulding process</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Inspect the work area is free from hazards as per the safety norm of the organization</li> <li>PC2. Inspect the work area and check for the cleanliness and as per the organizational standards</li> <li>PC3. Obtain and check the production plan and ensure that the work is carried out as per the quality specifications mentioned</li> <li>PC4. Inspect and check the quality of the PU chemical mix</li> <li>PC5. Inspect and check the quality during the molding process</li> <li>PC6. Inspect and randomly check if the semi finished products are free from defects after molding process</li> <li>PC7. Inspect and handle damages as per the quality standards</li> <li>PC8. Reject the semi finished products which do not meet the quality specifications</li> <li>PC9. Ensure the parameters are set as per the manufacturers instruction</li> <li>PC10. Ensure the quality of the semi finished products is as per the specified quality standards</li> <li>PC11. Ensure that the semi finished product is free from production and handling damages</li> <li>PC12. Give feedback on the quality of the product on the continuous basis</li> </ul>
Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (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"> <li>KA1. Expectations and responsibilities of the job role</li> <li>KA2. The organization's rules, codes, guidelines and standards</li> <li>KA3. Procedures for operating molding machine</li> <li>KA4. Main types of products manufactured by the company</li> <li>KA5. Statutory responsibilities under health, safety and environmental legislation and regulations</li> <li>KA6. Common hazards in the work area and workplace procedures for dealing with them</li> <li>KA7. Importance of team work and harmonious working relationships</li> <li>KA8. Contact person in case of queries on procedure or products</li> <li>KA9. Method to handle tools and equipment safely and the health and safety implications of not doing so</li> </ul>
<b>B. Technical</b>	The user/individual on the job needs to know and understand:

### LSS/N7703 Check quality of semi-finished product after moulding process

<b>Knowledge</b>	<p>KB1. The moulding process</p> <p>KB2. Organization's standard operating procedures</p> <p>KB3. Molding defects and handling defects</p> <p>KB4. How to identify the process and product problems</p> <p>KB5. The escalation hierarchy</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write in basic English/ local language as applicable</p> <p>SA2. Write and document relevant technical forms, job cards, activity logs, quality reports, daily production sheets as per the prescribed format of the company</p> <p><b>Reading Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. Read and comprehend basic English/ local language as applicable</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards, etc</p> <p>SA5. Read and comprehend customer's requirement and quality standards</p> <p><b>Oral Communication (Listening and Speaking Skills)</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA6. Listen actively</p> <p>SA7. Communicate effectively with the operators and supervisors</p> <p>SA8. Provide appropriate feedback to the operators and supervisors</p>
<b>B. Professional Skills</b>	<p><b>Decision Making</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Evaluate the situation and apply appropriate method of inspection</p> <p>SB2. Analyse the semi finished product, review and decide on approval/ rejection based on quality standards of the organization</p> <p><b>Plan and Organize</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Plan quality checks on regular basis</p> <p>SB4. Plan for receipt of confirmation of raw materials from the concerned department</p> <p><b>Customer Centricity</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB5. Ensure quality checks on the semi finished product after the moulding process as per the customer standards</p> <p>SB6. Ensure customer satisfaction by timely and quality completion of work</p> <p><b>Problem Solving</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB7. Identify faults, the causes and rectification for deviations from the quality standards</p> <p>SB8. Discuss and suggest methods for rectification</p> <p>SB9. Identify possible ways to improve quality and efficiency</p> <p>SB10. Assess the quality of the semi finished product to identify defects in the moulded product</p>

### LSS/N7703 Check quality of semi-finished product after moulding process

	SB11. Assess the defects and suggest appropriate action
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB12. Apply balanced judgement to different situations
	SB13. Evaluate the probable defects and ways to avoid them
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB14. Evaluate the criticality of the quality defect of the semi finished product and take appropriate action
	SB15. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently



## LSS/N7703 Check quality of semi-finished product after moulding process

### NOS Version Control

NOS Code	LSS/N7703		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear Non-Leather	Last reviewed on	31/03/15
Occupation	Quality Assurance (Non-leather)	Next review date	18/06/2015

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LSS/N7704 Check quality of semi-finished product after stitching process

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out quality checks of semi-finished products after stitching while preparing non leather footwear.

### LSS/N7704 Check quality of semi-finished product after stitching process

National Occupational Standard

Unit Code	LSS/N7704
Unit Title (Task)	Check quality of semi-finished product after stitching process
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out quality checks of semi-finished products after stitching while preparing non leather footwear.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Performing random inspection and quality check of the product after the stitching process</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Random inspection and quality check of the product after the stitching process</b>	<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 during the stitching process</p> <p>PC5. Inspect and randomly check if the semi finished products are free from defects after stitching process</p> <p>PC6. Inspect and handle damages as per the quality standards</p> <p>PC7. Reject the semi finished products which do not meet the quality specifications</p> <p>PC8. Ensure the parameters are set as per the manufacturers instruction</p> <p>PC9. Ensure the quality of the semi finished products is as per the specified quality standards</p> <p>PC10. Ensure that the semi finished product is free from production and handling damages</p> <p>PC11. Give feedback on the quality of the product on the continuous basis</p>
Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Expectations and responsibilities of the job role</p> <p>KA2. The organization's rules, codes, guidelines and standards</p> <p>KA3. Procedures for operating stitching machine</p> <p>KA4. Main types of products manufactured by the company</p> <p>KA5. Statutory responsibilities under health, safety and environmental legislation and regulations</p> <p>KA6. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA7. Importance of team work and harmonious working relationships</p> <p>KA8. Contact person in case of queries on procedure or products</p> <p>KA9. Method to handle tools and equipment safely and the health and safety implications of not doing so</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The stitching process</p>



### LSS/N7704 Check quality of semi-finished product after stitching process

	<p>KB2. The various types of stitching required by various products</p> <p>KB3. Organization's standard operating procedures</p> <p>KB4. Stitching defects and handling defects</p> <p>KB5. How to identify the process and product problems</p> <p>KB6. The escalation hierarchy</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to:
	SA1. Write in basic English/ local language as applicable
	SA2. Write and document relevant technical forms, job cards, activity logs, quality reports, daily production sheets as per the prescribed format of the company
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to:
<b>B. Professional Skills</b>	SA3. Read and comprehend basic English/ local language as applicable
	SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards, etc
	SA5. Read and comprehend customer's requirement and quality standards
	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to:
	SA6. Listen actively
	SA7. Communicate effectively with the operators and supervisors
	SA8. Provide appropriate feedback to the operators and supervisors
	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to:
	SB1. Evaluate the situation and apply appropriate method of inspection
	SB2. Analyse the stitched product, review and decide on approval/ rejection based on quality standards of the organization
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to:
	SB3. Plan quality checks on regular basis
	SB4. Plan for receipt of confirmation of raw materials from the concerned department
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to:
	SB5. Ensure quality checks on the semi finished stitched footwear as per the customer standards
	SB6. Ensure customer satisfaction by timely and quality completion of work
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB7. Identify faults, the causes and rectification for deviations from the quality standards
	SB8. Discuss and suggest methods for rectification
	SB9. Identify possible ways to improve quality and efficiency
	SB10. Assess the quality of the semi finished product to identify defects in the stitched product



**LSS/N7704 Check quality of semi-finished product after stitching process**

	SB11. Assess the defects and suggest appropriate action
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB12. Apply balanced judgement to different situations
	SB13. Evaluate probable defects and ways to avoid them
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB14. Evaluate the criticality of the quality defect of the semi finished product and take appropriate action
	SB15. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently



**LSS/N7704 Check quality of semi-finished product after stitching process**

## NOS Version Control

NOS Code	LSS/N7704		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear Non-Leather	Last reviewed on	31/03/15
Occupation	Quality Assurance (Non-leather)	Next review date	18/06/2015

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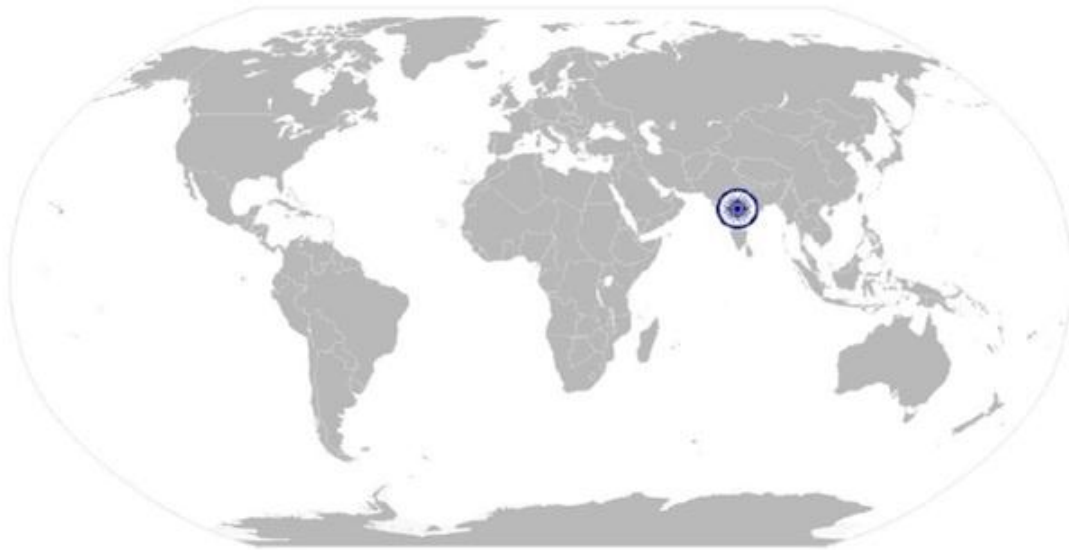


LSS/N7705

Check quality of product after trimming process

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out quality checks of semi-finished products after trimming while preparing non leather footwear.

### LSS/N7705

### Check quality of product after trimming process

National Occupational Standard

Unit Code	LSS/N7705
Unit Title (Task)	Check quality of product after trimming process
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out quality checks of semi-finished products after trimming while preparing non leather footwear.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Performing random inspection and quality check of the product after the trimming process</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Random inspection and quality check of the product after the trimming process</b>	<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 during the trimming process</p> <p>PC5. Inspect and randomly check if the semi finished products are free from defects after trimming process</p> <p>PC6. Inspect and handle damages as per the quality standards</p> <p>PC7. Reject the semi finished products which do not meet the quality specifications</p> <p>PC8. Ensure the parameters are set as per the manufacturer's instruction</p> <p>PC9. Ensure the quality of the semi finished products is as per the specified quality standards</p> <p>PC10. Ensure that the semi finished product is free from production and handling damages</p> <p>PC11. Give feedback on the quality of the product on the continuous basis</p>
Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Expectations and responsibilities of the job role</p> <p>KA2. The organization's rules, codes, guidelines and standards</p> <p>KA3. Procedures for operating stitching machine</p> <p>KA4. Main types of products manufactured by the company</p> <p>KA5. Statutory responsibilities under health, safety and environmental legislation and regulations</p> <p>KA6. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA7. Importance of team work and harmonious working relationships</p> <p>KA8. Contact person in case of queries on procedure or products</p> <p>KA9. Method to handle tools and equipment safely and the health and safety implications of not doing so</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The trimming process</p>

### LSS/N7705

### Check quality of product after trimming process

	<p>KB2. The various types of trimming required by various products</p> <p>KB3. Organization's standard operating procedures</p> <p>KB4. Trimming defects and handling defects</p> <p>KB5. How to identify the process and product problems</p> <p>KB6. The escalation hierarchy</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to:
	SA1. Write in basic English/ local language as applicable
	SA2. Write and document relevant technical forms, job cards, activity logs, quality reports, daily production sheets as per the prescribed format of the company
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to:
<b>B. Professional Skills</b>	SA3. Read and comprehend basic English/ local language as applicable
	SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards, etc
	SA5. Read and comprehend customer's requirement and quality standards
	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to:
	SA6. Listen actively
	SA7. Communicate effectively with the operators and supervisors
	SA8. Provide appropriate feedback to the operators and supervisors
	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to:
	SB1. Evaluate the situation and apply appropriate method of inspection
	SB2. Analyse the stitched product after trimming, review and decide on approval/ rejection based on quality standards of the organization
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to:
	SB3. Plan quality checks on regular basis
	SB4. Plan for receipt of confirmation of materials from the concerned department
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to:
	SB5. Evaluate quality checks on the semi finished stitched footwear during and after the trimming process as per the customer standards
	SB6. Ensure customer satisfaction by timely and quality completion of work
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB7. Identify faults, the causes and rectification for deviations from the quality standards
	SB8. Discuss and suggest methods for rectification
	SB9. Identify possible ways to improve quality and efficiency
	SB10. Assess the quality of the semi finished product to identify defects in the stitched product

**LSS/N7705**

**Check quality of product after trimming process**

	SB11. Assess the defects and suggest appropriate action
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB12. Apply balanced judgement to different situations
	SB13. Evaluate probable defects and ways to avoid them
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB14. Evaluate the criticality of the quality defect of the semi finished product and take appropriate action
	SB15. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

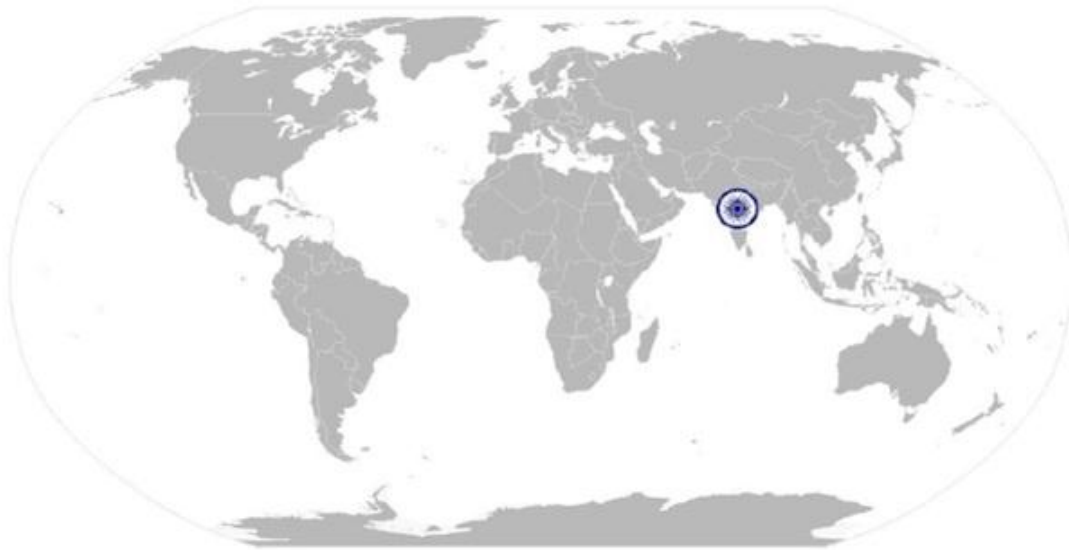


## LSS/N7705 Check quality of product after trimming process

### NOS Version Control

NOS Code	LSS/N7705		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear Non-Leather	Last reviewed on	31/03/15
Occupation	Quality Assurance (Non-leather)	Next review date	18/06/2015

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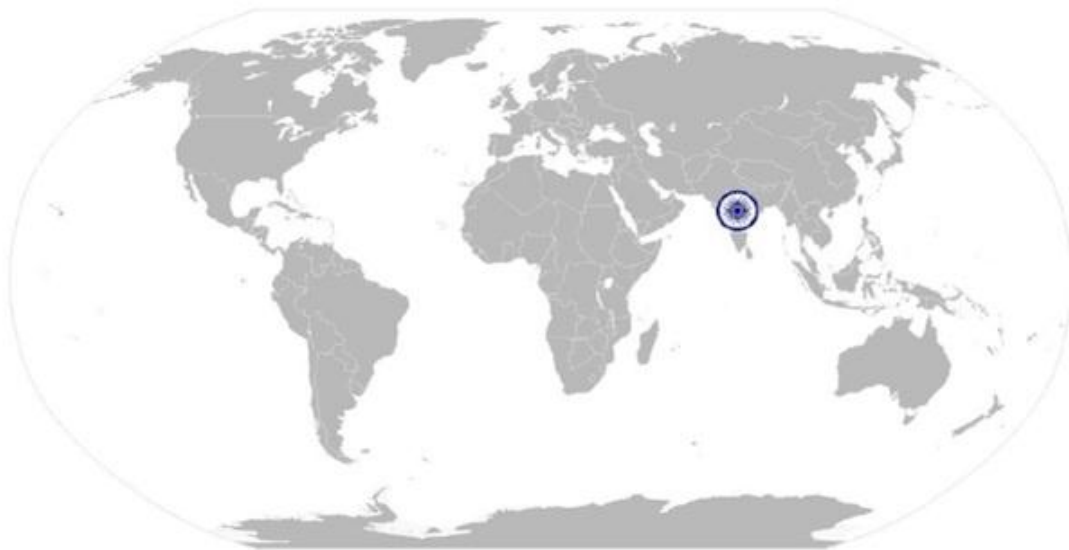


LSS/N7706

Check quality of product after finishing process

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out quality checks of finished products.

### LSS/N7706

### Check quality of product after finishing process

#### National Occupational Standard

Unit Code	LSS/N7706
Unit Title (Task)	Check quality of product after finishing process
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out quality checks of finished products.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Performing random inspection and quality check of the finished product</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Random inspection and quality check of the finished product</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure the work area is free from hazards as per the safety norm of the organization</p> <p>PC2. Inspect the work area is free from hazards as per the safety norm of the organization</p> <p>PC3. Inspect the work area and check for the cleanliness and as per the organizational standards</p> <p>PC4. Inspect and randomly check if the finished products are free from defects</p> <p>PC5. Inspect and handle damages as per the quality standards</p> <p>PC6. Reject the finished products which do not meet the quality specifications</p> <p>PC7. Ensure the parameters are set as per the manufacturers instruction</p> <p>PC8. Ensure the quality of the finished products is as per the specified quality standards</p> <p>PC9. Ensure that the finished product is free from production and handling damages</p> <p>PC10. Give feedback on the quality of the product on the continuous basis</p>
Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Expectations and responsibilities of the job role</p> <p>KA2. The organization's rules, codes, guidelines and standards</p> <p>KA3. Procedures for operating molding machine</p> <p>KA4. Main types of products manufactured by the company</p> <p>KA5. Statutory responsibilities under health, safety and environmental legislation and regulations</p> <p>KA6. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA7. Importance of team work and harmonious working relationships</p> <p>KA8. Contact person in case of queries on procedure or products</p> <p>KA9. Method to handle tools and equipment safely and the health and safety implications of not doing so</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The finishing process</p> <p>KB2. Organization's standard operating procedures</p> <p>KB3. Product defects and handling defects</p>

### LSS/N7706

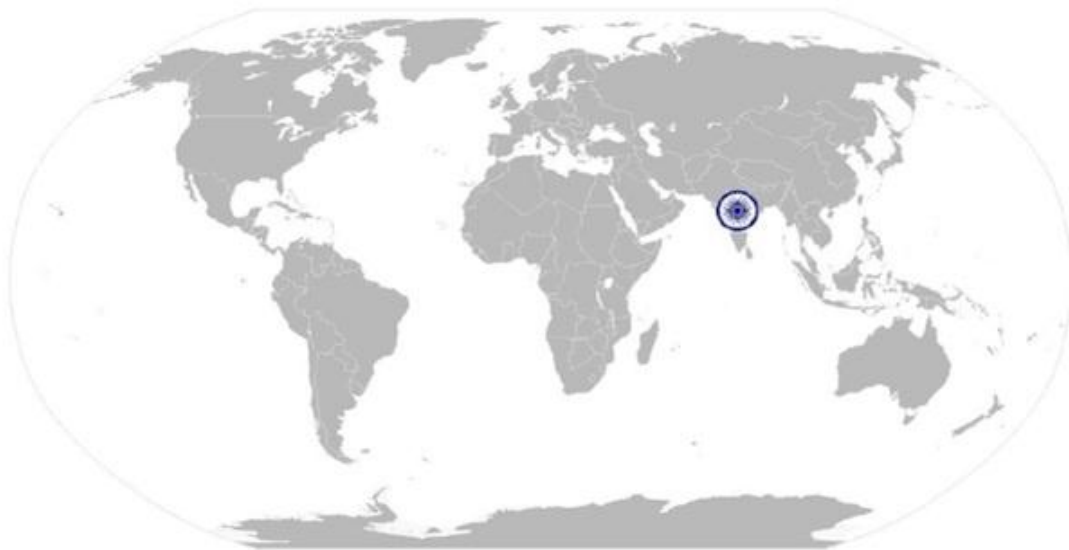
### Check quality of product after finishing process

	KB4. How to identify the process and product problems KB5. The escalation hierarchy
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. Write in basic English/ local language as applicable SA2. Write and document relevant technical forms, job cards, activity logs, quality reports, daily production sheets as per the prescribed format of the company
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to: SA3. Read and comprehend basic English/ local language as applicable SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards, etc SA5. Read and comprehend customer's requirement and quality standards
	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to: SA6. Listen actively SA7. Communicate effectively with the operators and supervisors SA8. Provide appropriate feedback to the operators and supervisors
	<b>B. Professional Skills</b>
	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to: SB1. Evaluate the situation and apply appropriate method of inspection SB2. Analyse the finished footwear, review and decide on approval/ rejection based on quality standards of the organization
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to: SB3. Plan quality checks on regular basis SB4. Plan for receipt of finished footwear and organize random checks
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to: SB5. Ensure quality checks on the finished footwear as per the customer standards SB6. Ensure customer satisfaction by timely and quality completion of work
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to: SB7. Identify faults, the causes and rectification for deviations from the quality standards SB8. Discuss and suggest methods for rectification SB9. Identify possible ways to improve quality and efficiency SB10. Assess the quality of the finished footwear to identify defects SB11. Assess the defects and suggest appropriate action
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB12. Apply balanced judgement to different situations

## LSS/N7706

## Check quality of product after finishing process

	SB13. Evaluate probable defects and ways to avoid them
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB14. Evaluate the criticality of the quality defect of the finished footwear and take appropriate action SB15. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently



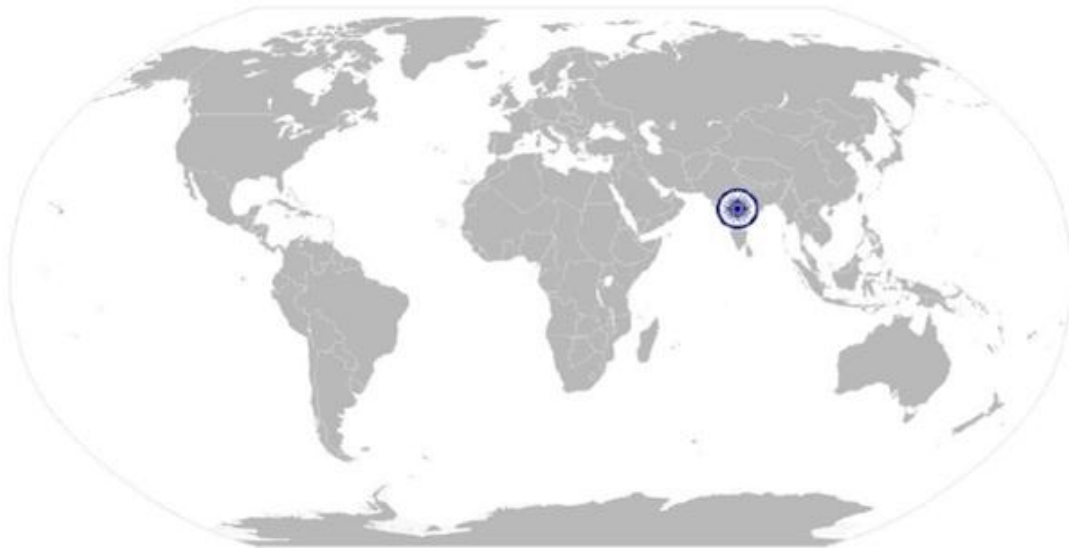
## National Occupational Standards

### LSS/N7706 NOS Version Control

Check quality of product after finishing process

NOS Code	LSS/N7706		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear Non-Leather	Last reviewed on	31/03/15
Occupation	Quality Assurance (Non-leather)	Next review date	18/06/2015

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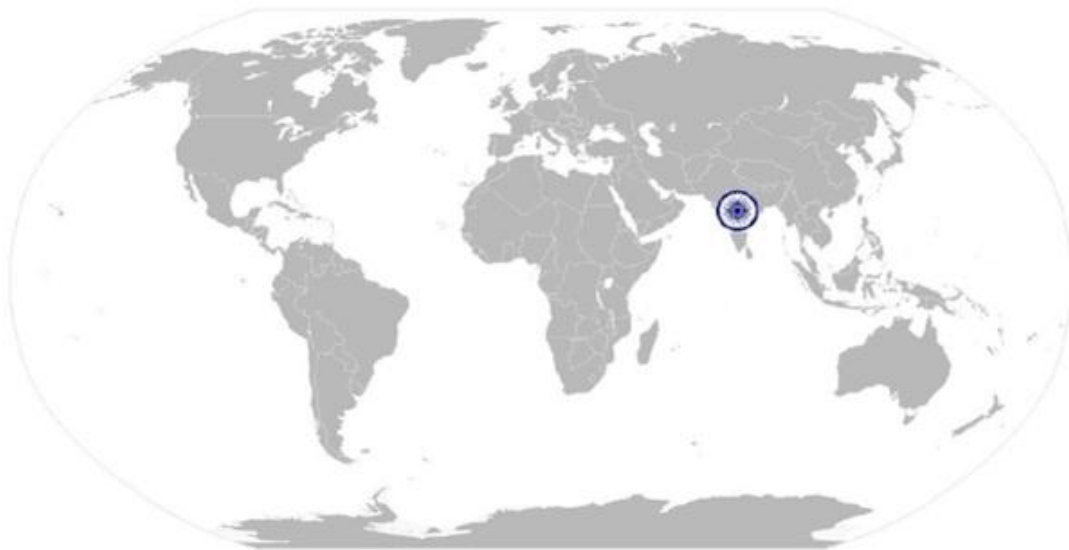


LSS/N7707

Interact and coordinate across levels and departments

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for interacting and coordinating with superiors, juniors and colleagues while preparing non-leather footwear.

LSS/N7707

Interact and coordinate across levels and departments

National Occupational Standard

Unit Code	LSS/N7707
Unit Title (Task)	Interact and coordinate across levels and departments
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for interacting and coordinating with superiors, juniors and colleagues while preparing non-leather footwear.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Interact with subordinates</li> <li>Interact and coordinate with superiors</li> <li>Interact and coordinate with colleagues within and outside the department</li> </ul>
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. Product defects received from previous process, repairs and maintenance of tools and machinery as required</p> <p>PC3. Instruct about the delivery time, tools and machines, and consumables to be used and quality requirements</p> <p>PC4. Educate about a new requirements/objectives of the company</p> <p>PC5. Train about using and maintenance of machines and tools</p> <p>PC6. Communicate any potential hazards or safety measures to be followed</p> <p>PC7. Listen to various problems reported by the team members and provide solution</p> <p>PC8. Quality check completed work from the team member and give feedback</p>
Interaction and coordination with superiors	<p>PC9. Receive work instructions and feedback from reporting manager or other senior</p> <p>PC10. Communicate to reporting superior about process-flow improvements, product</p> <p>PC11. Defects received from previous process, repairs and maintenance of tools and machinery as required</p> <p>PC12. Communicate to reporting superior about employee management, i.e., shortages or performance related</p> <p>PC13. Communicate any potential hazards or expected process disruptions</p> <p>PC14. Re-work based on feedback provided by superior on product, process and people</p> <p>PC15. Handover completed work to superior</p>
Interaction and coordination with colleagues within and outside the department	<p>PC16. Work as a team with colleagues and share work as per their or own work load and skills</p> <p>PC17. Work with colleagues of other departments</p> <p>PC18. Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</p> <p>PC19. Receive feedback from QC and rework in order to complete work on time</p>
Knowledge and Understanding (K)	



### LSS/N7707

### Interact and coordinate across levels and departments

<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Details of the various job roles and responsibilities</p> <p>KA2. Responsibilities and line of reporting within the work area</p> <p>KA3. Protocol to obtain more information on work related tasks</p> <p>KA4. Organizational policies and procedures</p> <p>KA5. Work target and review mechanism</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. Common hazards in the work area and procedures for dealing with them</p> <p>KA12. Procedures for handling the tools and equipment</p> <p>KA13. Procedures with regard to material re-usage and disposal</p> <p>KA14. Quality standards</p> <p>KA15. Documentation required as part of the process</p>
<b>B. Technical Knowledge</b>	<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. Knowledge of the 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>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write in English/ local language as applicable</p> <p>SA2. Write and document relevant technical forms, job cards, activity logs, quality reports, daily production sheets as per the prescribed format of the company</p>
	<b>Reading Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. Read English/ local language as applicable</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards, etc</p> <p>SA5. Read and comprehend organizational hierarchy, rules and regulations</p>
	<b>Oral Communication (Listening and Speaking Skills)</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA6. Listen actively</p> <p>SA7. Communicate effectively with the operators supervisors and colleagues</p> <p>SA8. Provide appropriate feedback to the operators and supervisors</p>
<b>B. Professional Skills</b>	<b>Decision Making</b> The user/ individual on the job needs to know and understand how to:

### LSS/N7707

### Interact and coordinate across levels and departments

	SB1. Evaluate the situation and apply appropriate mode of communication
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to:
	SB2. Plan quality checks on regular basis
	SB3. Plan for receipt of finished footwear and organize random checks
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to:
	SB4. Ensure interaction and coordination is as per the set standards
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB5. Identify faults, the causes and rectification for deviations from the quality standards
	SB6. Discuss and suggest methods for rectification
	SB7. Identify possible ways to improve quality and efficiency
	SB8. Assess the quality of the finished footwear to identify defects
	SB9. Assess the defects and suggest appropriate action
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB10. Apply balanced judgement to different situations
	SB11. Evaluate probable defects and ways to avoid them
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB12. Evaluate the criticality of the quality defect of the finished footwear and take appropriate action
	SB13. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

**LSS/N7707 Interact and coordinate across levels and departments**

## NOS Version Control

NOS Code	LSS/N7707		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear Non-Leather	Last reviewed on	31/03/15
Occupation	Quality Assurance (Non-leather)	Next review date	18/06/2015

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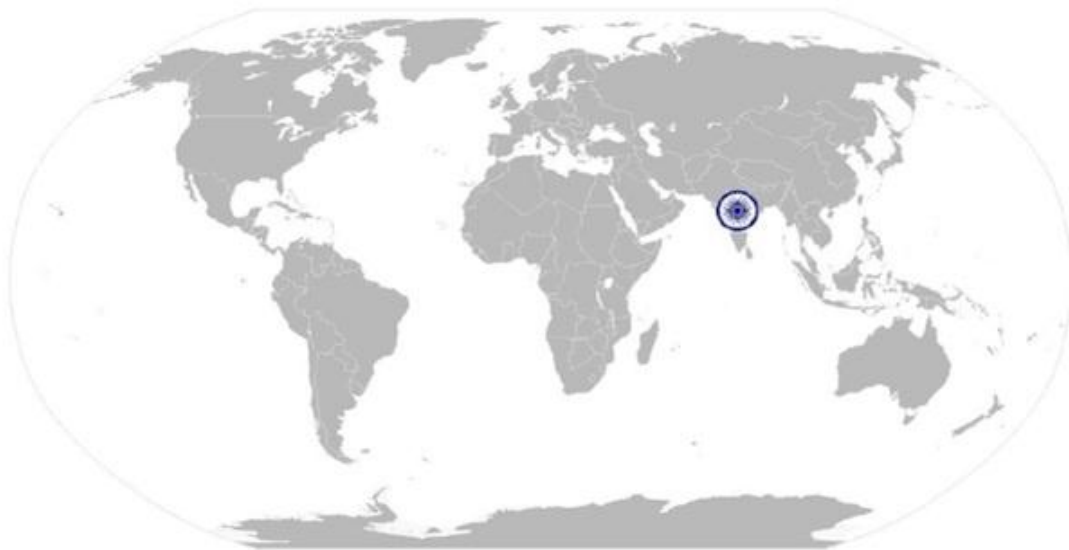


LSS/N8601

Maintain health, safety and security at workplace

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# 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 for taking responsibility for their own health, safety and security in the workplace and is about using the correct procedures to prevent, control and minimize risk to them and others in the workplace.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Compliance with health, safety and security requirements at work</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Compliance with health, safety and security requirements at work</b>	<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)	
<b>A. Organizational Context</b> (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>

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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>B. Technical Knowledge</b>	<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>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to:
	SA1. Document and report any health and safety related incidents/ accidents
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to:
	SA2. Read and comprehend manuals of operations
<b>B. Professional Skills</b>	SA3. Read all organizational and equipment related health and safety manuals and documents
	SA4. Read instructions, guidelines/procedures/rules related to the worksite and machine operations
	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to:
	SA5. Give clear instructions to co-workers, subordinates and other personnel
	SA6. Use correct technical terms while interacting with supervisor
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to:
	SB1. Make an appropriate timely decision in responding to emergencies/accidents in line with organizational
	SB2. Evaluate and use correct PPE and other safety gear while at the workplace
<b>B. Professional Skills</b>	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to:
<b>B. Professional Skills</b>	SB3. Work with supervisors/ team mates to carry out work related tasks



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	SB4. Plan work according to the required schedule
	SB5. Keep work area free from potential hazards
	<b>Customer Centricity</b>
	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
	<b>Problem Solving</b>
	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
	<b>Analytical Thinking</b>
	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
	<b>Critical Thinking</b>
	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



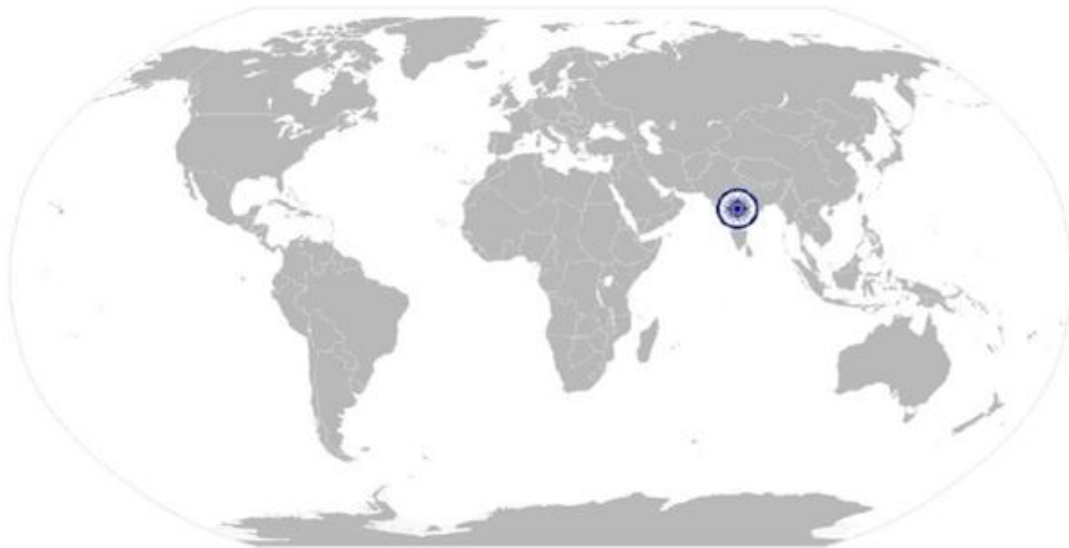


## LSS/N8601 Maintain health, safety and security at workplace

### 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 Non-Leather	Last reviewed on	31/03/15
Occupation	Quality Assurance (Non-leather)	Next review date	18/06/2015

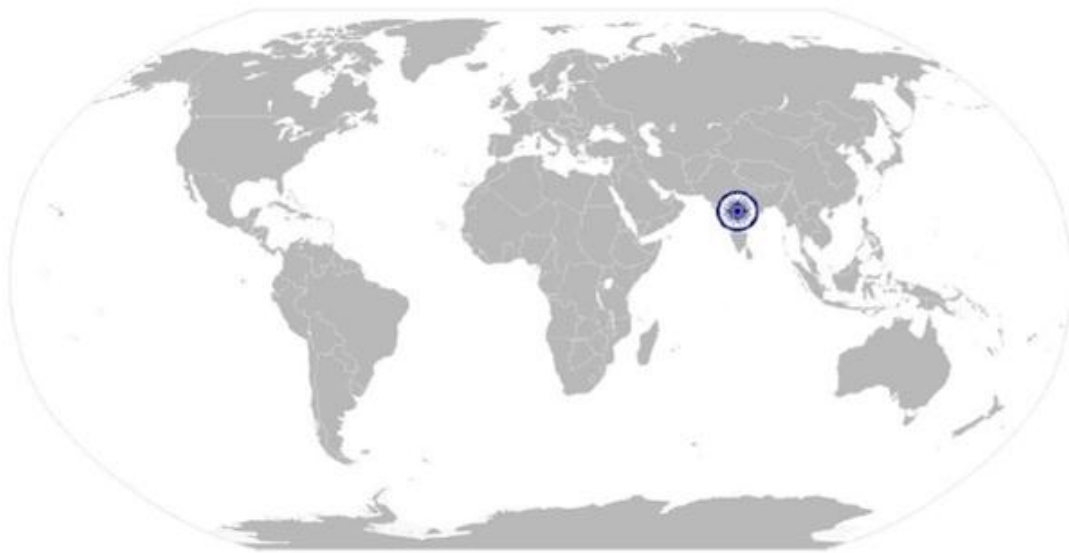
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**LSS/N8701 Comply with industry, regulatory and organizational requirements**

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# 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

<b>Unit Code</b>	<b>LSS/N8701</b>
<b>Unit Title (Task)</b>	<b>Comply with industry, regulatory and organizational requirements</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with industry, regulatory and organizational requirements at the workplace.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Compliance with industry, regulatory and organizational requirements</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Compliance with industry, regulatory and organizational requirements</b>	<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>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (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"> <li>Legal, regulatory and ethical requirements</li> <li>Procedures to follow if someone does not meet the requirements</li> </ul> <p>KA4. Customer specific requirements mandated as a part of the work process</p>
<b>B. Technical Knowledge</b>	<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>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	<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>
	<b>Reading Skills</b>
	<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</p>

### LSS/N8701 Comply with industry, regulatory and organizational requirements

	the machine and operating manuals, job cards, visual cards, etc
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to:
	SA6. Positively influence the team members into following procedures
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions related to responsibilities
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to:
	SB2. Plan and manage work routine based on company procedure
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to:
	SB3. Ensure and follow organizational procedures and policies
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB4. Evaluate and seek and obtain clarification from the superiors
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB5. Apply balanced judgement to different situations
	<b>Critical Thinking</b>
	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 Non-Leather	Last reviewed on	31/03/15
Occupation	Quality Assurance (Non-leather)	Next review date	18/06/2015

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## **CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role** Quality Control Inspector(Non Leather)

**Qualification Pack** LSS/Q7701

**Sector Skill Council** Leather

### **Guidelines for Assessment**

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

				Marks Allocation	
		Total Mark	Out Of	Theory	Skills Practical
LSS/N7701 Inspect and check quality of raw material	PC1. Inspect the work area is free from hazards as per the safety norm of the organization	20	3	0	3
	PC2. Inspect the work area for the cleanliness and orderliness of the work place as per the organizational standards		3	0	3
	PC3. Randomly inspect and check the various types of raw materials received are free from defects and is as per the quality standards		4	1	3
	PC4. Reject raw material as required		4	1	3
	PC5. Maintain all documents related to inspection		2	0	2
	PC6. Check if raw material is stored properly		3	1	2
	PC7. Check if packing condition is appropriate		1	0	1
		<b>Total</b>	<b>20</b>	<b>3</b>	<b>17</b>
LSS/N7702 Check quality of semi-finished product after clicking process	PC1. Inspect the work area is free from hazards as per the safety norm of the organization	25	3	0	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		1	0	1
	PC4. Inspect and check the quality during the clicking process		3	0	3
	PC5. Inspect and randomly check if the semi finished products are free from defects after clicking process		4	1	3
	PC6. Inspect and handle damages as per the quality standards		3	0	3
	PC7. Reject the semi finished products which do not meet the quality specifications		1	0	1
	PC8. Ensure the parameters are set as per the manufacturers instruction		1	0	1
	PC9. Ensure the quality of the semi finished products is as per the specified quality standards		4	1	3
	PC10. Ensure that the semi finished product is free from production and handling damages		2	0	2
		<b>Total</b>	<b>25</b>	<b>2</b>	<b>23</b>
LSS/N7703 Check quality of semi-finished product after moulding process	PC1. Inspect the work area is free from hazards as per the safety norm of the organization		1	0	1
	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		1	0	1
	PC4. Inspect and check the quality of the PU chemical mix		4	1	3
	PC5. Inspect and check the quality during the molding process		3	0	3
	PC6. Inspect and randomly check if the semi finished products are free from defects after molding process	<b>25</b>	3	0	3
	PC7. Inspect and handle damages as per the quality standards		3	0	3
	PC8. Reject the semi finished products which do not meet the quality specifications		1	0	1
	PC9. Ensure the parameters are set as per the manufacturers instruction		2	1	1
	PC10. Ensure the quality of the semi finished products is as per the specified quality standards		1	0	1
	PC11. Ensure that the semi finished product is free from production and handling damages		2	0	2
	PC12. Give feedback on the quality of the product on the continuous basis		1	0	1
		<b>Total</b>	<b>25</b>	<b>2</b>	<b>23</b>



LSS/N7704 Check quality of semi-finished product after stitching process	PC1. Inspect the work area is free from hazards as per the safety norm of the organization	<b>20</b>	1	0	1
	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		2	1	1
	PC4. Inspect and check the quality during the stitching process		3	0	3
	PC5. Inspect and randomly check if the semi finished products are free from defects after molding process		3	0	3
	PC6. Inspect and handle damages as per the quality standards		2	0	2
	PC7. Reject the semi finished products which do not meet the quality specifications		1	0	1
	PC8. Ensure the parameters are set as per the manufacturers instruction		2	1	1
	PC9. Ensure the quality of the semi finished products is as per the specified quality standards		1	0	1
	PC10. Ensure that the semi finished product is free from production and handling damages		1	0	1
	PC11. Give feedback on the quality of the product on the continuous basis		1	0	1
	<b>Total</b>		<b>20</b>	<b>2</b>	<b>18</b>
LSS/N7705 Check quality of product after trimming process	PC1. Inspect the work area is free from hazards as per the safety norm of the organization	<b>25</b>	3	0	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		2	1	1
	PC4. Inspect and check the quality during the trimming process		3	0	3
	PC5. Inspect and randomly check if the semi finished products are free from defects after trimming process		3	0	3
	PC6. Inspect and handle damages as per the quality standards		1	0	1
	PC7. Reject the semi finished products which do not meet the quality specifications		1	0	1
	PC8. Ensure the parameters are set as per the manufacturers instruction		2	1	1
	PC9. Ensure the quality of the semi finished products is as per the specified quality standards		3	0	3
	PC10. Ensure that the semi finished product is free from production and handling damages		3	0	3

	PC11. Give feedback on the quality of the product on the continuous basis		1	0	1
		<b>Total</b>	<b>25</b>	<b>2</b>	<b>23</b>
LSS/N7706 Check quality of product after finishing process	PC1. Ensure the work area is free from hazards as per the safety norm of the organization	<b>20</b>	1	0	1
	PC2. Inspect the work area is free from hazards as per the safety norm of the organization		4	1	3
	PC3. Inspect the work area and check for the cleanliness and as per the organizational standards		3	0	3
	PC4. Inspect and randomly check if the finished products are free from defects		2	0	2
	PC5. Inspect and handle damages as per the quality standards		4	1	3
	PC6. Reject the finished products which do not meet the quality specifications		1	0	1
	PC7. Ensure the parameters are set as per the manufacturers instruction		1	0	1
	PC8. Ensure the quality of the finished products is as per the specified quality standards		1	0	1
	PC9. Ensure that the finished product is free from production and handling damages		2	1	1
	PC10. Give feedback on the quality of the product on the continuous basis		1	0	1
		<b>Total</b>	<b>20</b>	<b>3</b>	<b>17</b>
LSS/N7707 Interact and coordinate across levels and departments	PC1. Give work instructions to the team members	<b>30</b>	4	1	3
	PC2. Product defects received from previous process, repairs and maintenance of tools and machinery as required		3	0	3
	PC3. Instruct about the delivery time, tools and machines, and consumables to be used and quality requirements		1	0	1
	PC4. Educate about a new requirements/objectives of the company		1	0	1
	PC5. Train about using and maintenance of machines and tools		2	1	1
	PC6. Communicate any potential hazards or safety measures to be followed		1	0	1
	PC7. Listen to various problems reported by the team members and provides solution		1	0	1
	PC8. Quality check completed work from the team member and give feedback		2	1	1
	PC9. Receive work instructions and feedback from reporting manager or other senior		2	0	2

	PC10. Communicate to reporting superior about process-flow improvements, product		1	0	1
	PC11. Defects received from previous process, repairs and maintenance of tools and machinery as required		1	0	1
	PC12. Communicate to reporting superior about employee management, i.e., shortages or performance related		2	0	2
	PC13. Communicate any potential hazards or expected process disruptions		1	0	1
	PC14. Re-work based on feedback provided by superior on product, process and people		1	0	1
	PC15. Handover completed work to superior		2	0	2
	PC16. Work as a team with colleagues and share work as per their or own work load and skills		1	0	1
	PC17. Work with colleagues of other departments		1	0	1
	PC18. Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		2	1	1
	PC19. Receive feedback from QC and rework in order to complete work on time		1	0	1
		<b>Total</b>	<b>30</b>	<b>4</b>	<b>26</b>
LSS/N8601 Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	<b>30</b>	1	0	1
	PC2. Use and maintain personal protective equipment as per protocol		3	0	3
	PC3. Carry out own activities in line with approved guidelines and procedures		1	0	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	0	3
	PC5. Follow environment management system related procedures		1	0	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		1	0	1
	PC7. Report any service malfunctions that cannot be rectified		1	0	1
	PC8. Store materials and equipment in line with manufacturer's and organisational requirements		2	1	1
	PC9. Safely handle and move waste and debris		1	0	1
	PC10. Minimize health and safety risks to self and others due to own actions		2	1	1
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		1	0	1
	PC12. Monitor the workplace and work processes for potential risks and threats		2	1	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		2	1	1

	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		1	0	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		4	1	3
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		1	0	1
	PC18. Follow organization procedures for shutdown and evacuation when required		1	0	1
		<b>Total</b>	<b>30</b>	<b>5</b>	<b>25</b>
LSS/N8701 Comply with industry, regulatory and organizational requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	<b>10</b>	1	0	1
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		3	1	2
	PC3. Apply and follow these policies and procedures within the work practices		2	0	2
	PC4. Provides support to the supervisor and team members in enforcing these considerations		3	1	2
	PC5. Identify and report any possible deviation to these requirements		1	0	1
		<b>Total</b>	<b>10</b>	<b>2</b>	<b>8</b>