

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

Contact Us:

Leather Sector Skill
Council

E-mail:

infor@leatherssc.org



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Introduction

Qualification Pack - Laster (By Hand)

SECTOR:	LEATHER
SUB SECTOR:	Footwear
OCCUPATION:	Lasting
REFERENCE ID:	LSS/Q2702
ALIGNED TO:	NCO-2004/7442.32

The Lasting Operation is one among the most important processes of footwear manufacturing operation. This is the process when the upper and the sole are attached and the shoe is completed. The quality and durability of the shoes are determined by this operation. As this is a crucial operation, several skilled workmen are required to perform various activities involved in lasting.

Brief Job Description: The Laster (by Hand) is one of the highly skilled jobs in the footwear industry. Hand lasting may take months of intense hands on experience to perfect. Laster (by Hand) performs activities such as toe cap and counter fixing; fore-part, side and Seat Lasting by hand.

Personal Attributes: Lasting Operator must possess, concentration, good eye-hand co-ordination, monitoring ability, vision (including near vision, distance vision, colour vision, peripheral vision), depth perception, quick response time or reflex, physical fitness, target oriented as well basic estimation and numerical skills.

Qualifications Pack Code	LSS/Q2702		
Job Role	Laster (By Hand)		
Credits(NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Lasting	Next review date	31/03/17
NSQC Clearance on	18/06/2015		

Job Role	Laster (By Hand)
Role Description	Laster (by Hand) performs activities such as toe cap and counter fixing; fore-part, side and Seat Lasting by hand.
NSQF level	4
Minimum Educational Qualifications*	Class V
Maximum Educational Qualifications*	N/A
Training (Suggested but not mandatory)	Prior training in footwear manufacturing preferred
Minimum Job Entry Age	18 years
Experience	Prior experience as a helper in footwear manufacturing for a minimum of 2-3 years
Applicable National Occupational Standards (NOS)	<p>Compulsory</p> <ol style="list-style-type: none"> 1. LSS/N2703 Carry out lasting operations by hand 2. LSS/N2704 Contribute to achieving product quality in hand lasting operation 3. LSS/N8501 Maintain the work area, tools and machines 4. LSS/N8601 Maintain health, safety and security at workplace 5. 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.

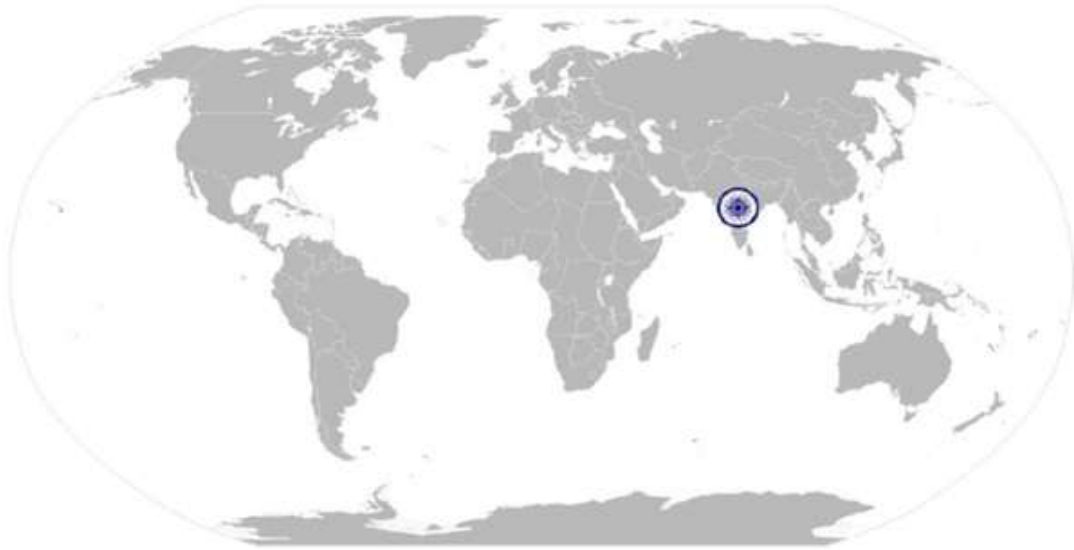
Acronyms

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/N2703

Carry out lasting operations by hand

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for footwear lasting operations by using appropriate tools and processes.

LSS/N2703
Carry out lasting operations by hand

Unit Code	LSS/N2703
Unit Title (Task)	Carry out lasting operations by hand
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for footwear lasting operations by using appropriate tools and processes.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Preparatory activities for lasting operation • Toe cap and counter fixing activities • Fore-part, side and seat lasting activities
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparation for Lasting Operation	To be competent, the user/individual on the job must be able to: PC1. Make sure the work area is free from hazards PC2. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role PC3. Ask questions to obtain more information on tasks when the instructions have are unclear PC4. Select and sort the tools and materials for the work PC5. Make sure that tools are safe and clean to use on the material PC6. Agree and review agreed upon work targets with supervisor PC7. Seek feedback from supervisor on work related performance PC8. Minimize wastage PC9. Report risks/ problems likely to affect services to the relevant person promptly and accurately PC10. Produce the required batch of components to match the job card and the company's production targets PC11. Report defects in the tools that one do not have the authority to repair PC12. Dispose of waste materials safely and return re-useable materials PC13. Carry out closedown procedures on completion of work PC14. Sort and place work to assist the next stage of production and minimize the risk of damage PC15. Carry out visual inspection to ensure the products are free from handling defects
Toe Cap and Counter Fixing	PC16. Ensure the adhesive is prepared appropriately as per the standard procedure PC17. Soak the toe cap and counter in the adhesive as per the manufacturers instruction PC18. Ensure the toe cap and counter is dry by allowing them to dry as per the specified drying time PC19. Insert the toe cap and counter inside the upper as per the operating procedure
Fore-Part, Side and Seat Lasting Operation	PC20. Fix the upper on the last as per the standard operating procedure PC21. Ensure the back height of the upper is adjusted as per the mark on the last

LSS/N2703

Carry out lasting operations by hand

	<p>PC22. Apply the glue evenly on the inner edges of the upper and outer edges of the insole as per the operating procedures</p> <p>PC23. Attach the upper onto the insole and draft the nail as per the standard procedure</p> <p>PC24. Trim the excess edges of the upper to avoid wrinkles as per the standard procedures</p> <p>PC25. Dry the upper for the specified amount of time</p> <p>PC26. Remove the nails from the upper following safety and operating standards</p> <p>PC27. Hammer the fore part, side and seat of the upper on to the insole as per the standard procedures</p> <p>PC28. Remove the wrinkles by hammering using mallet following the standard safety and operating procedures</p> <p>PC29. Clean the lasted uppers as per the standard cleaning procedures</p> <p>PC30. Ensure the quality of the lasted upper is as per the specified quality standards</p> <p>PC31. Ensure the lasted uppers are prepared for the next operation as per the standards specified by the organization</p> <p>PC32. Ensure the lasted upper is free from production and handling damages</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Details of the various job roles and responsibilities</p> <p>KA2. Responsibilities and line of reporting within the work area</p> <p>KA3. Protocol to obtain more information on work related tasks</p> <p>KA4. Organizational policies and procedures</p> <p>KA5. Work target and review mechanism with supervisor</p> <p>KA6. Protocol and format for reporting work related risks/ problems</p> <p>KA7. Contact person in case of queries on procedure or products</p> <p>KA8. Common hazards in the work area and procedures for dealing with them</p> <p>KA9. Procedures for handling the tools and equipment</p> <p>KA10. Procedures with regard to material re-usage and disposal</p> <p>KA11. Quality standards and the reporting procedures</p> <p>KA12. 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 use the tools for lasting hammer, pincher, etc</p> <p>KB2. Procedures and concept of the operations followed in the lasting Process</p> <p>KB3. Procedure of appropriately placing the toe caps inside the upper</p> <p>KB4. The ways by which material can be contaminated or damaged during processing and the effects on quality</p> <p>KB5. The different kinds of lasts and the appropriate ones to be used</p> <p>KB6. The various adhesives and proper application of adhesive</p> <p>KB7. How to pull and attach the sides of the shoes</p> <p>KB8. Feather edge of the shoes</p>

National Occupational Standards

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Carry out lasting operations by hand

	KB9. Bottom shape of the shoes KB10. Grain layer of the leather KB11. Handling defects
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Write in basic English/local language as applicable SA2. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA3. Read and comprehend basic English/local language as applicable SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: SA5. Listen actively SA6. Communicate effectively with supervisors, managers, etc
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. Analyse the defects and the procedure for dealing with it SB2. Take appropriate actions in terms of any deviations from the process
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB3. Plan work according to the required schedule SB4. Work with supervisors/ team mates to carry out work related tasks SB5. Organise the required materials sequentially before the lasting process
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB6. Ensure customer satisfaction by timely and quality completion of work SB7. Evaluate and assess lasting by hand is as per customer standards
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB8. Review the defects and take appropriate actions
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. Analyze the requirement and use appropriate amount of adhesives SB10. Apply balanced judgement to different situations
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB11. Assess and control the quality standards of the product as per customer standards

National Occupational Standards

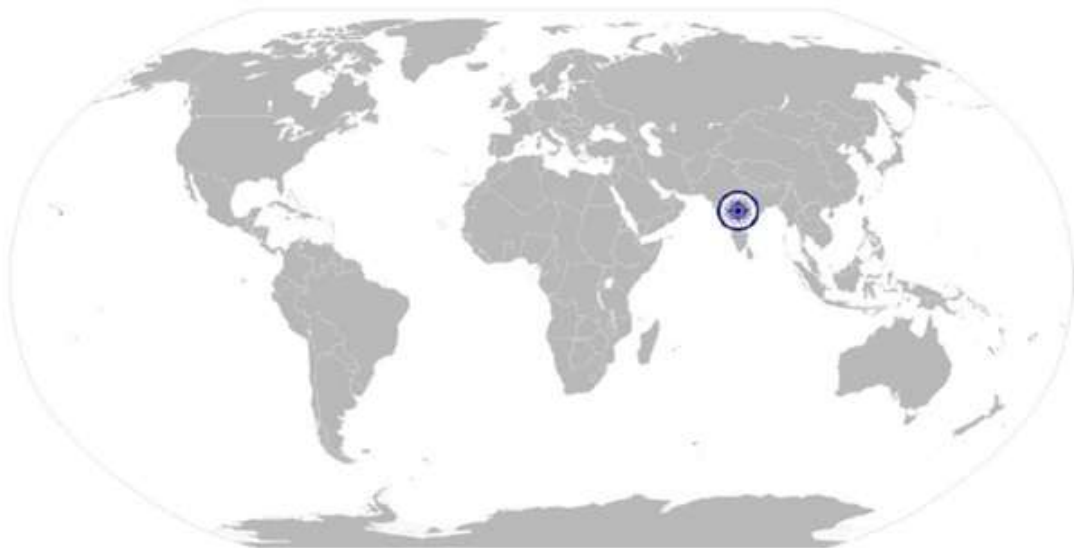
LSS/N2703

Carry out lasting operations by hand

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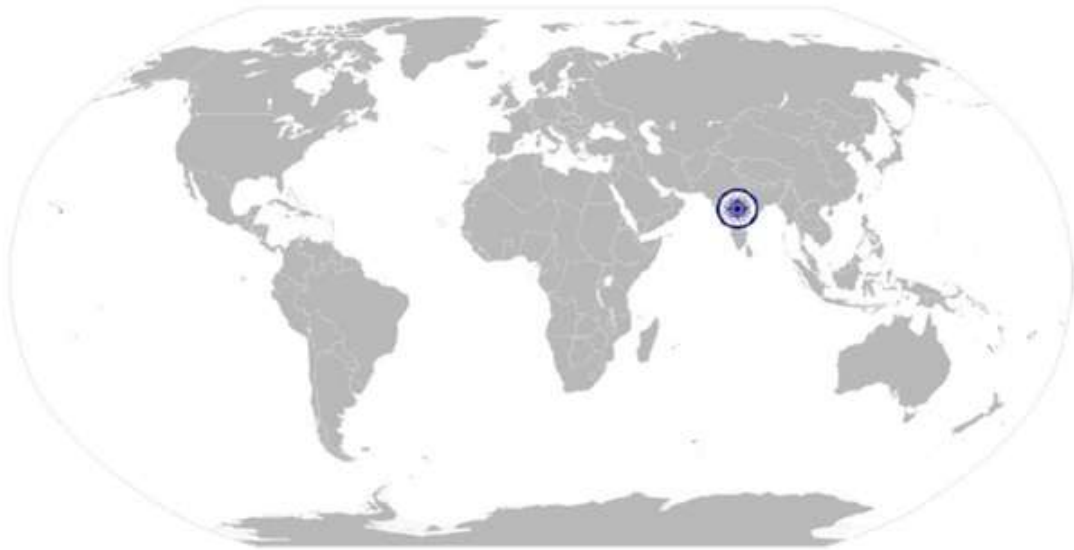
NOS Code	LSS/N2703		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Lasting	Next review date	18/06/2015

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LSS/N2704 Contribute to achieving product quality in hand lasting operation

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking lasting related activities to ensure products meet specifications.

LSS/N2704 Contribute to achieving product quality in hand lasting operation

National Occupational Standard

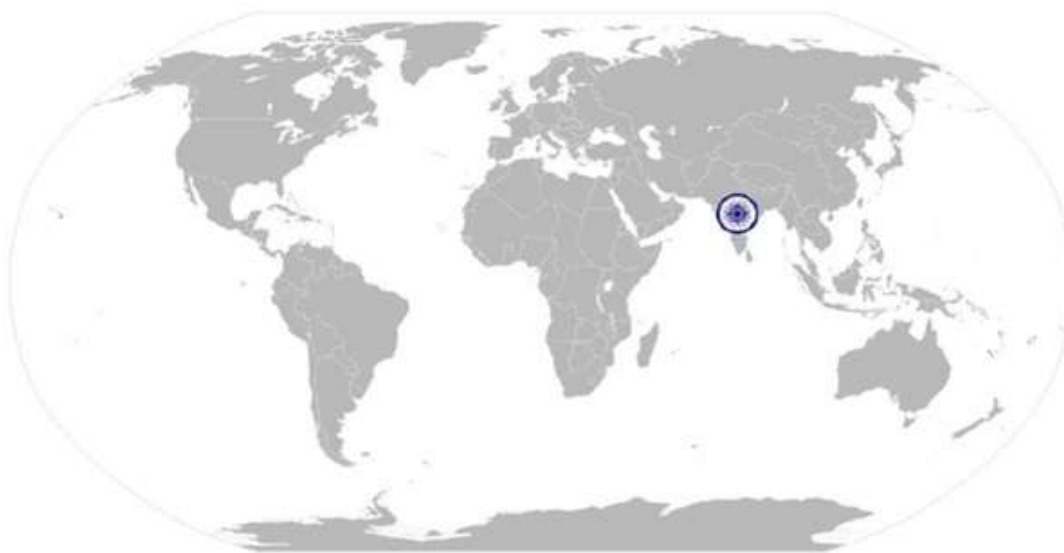
Unit Code	LSS/N2704
Unit Title (Task)	Contribute to achieving product quality in hand lasting operation
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking lasting related activities to ensure products meet specifications.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Product specifications Quality issue Process knowledge
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Contribution to achieving the product quality	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure the tools are in good working condition</p> <p>PC2. Ensure creases do not appear on the inside of the back portion of the upper while counter tightening</p> <p>PC3. Ensure the shape of the shoe is retained during toe moulding operation</p> <p>PC4. Ensure pleats do not appear in the seat portion of the lasted upper after seat lasting process</p> <p>PC5. Selection of appropriate lasts as per the sizes</p> <p>PC6. Ensuring the quality of the lasting as per the specifications and the standards</p> <p>PC7. Ensure materials and component parts meet specifications</p> <p>PC8. Report and replace faulty materials and component parts which do not meet specification</p> <p>PC9. Report faults outside personal responsibility to the appropriate person</p> <p>PC10. Identify faults in materials and products</p> <p>PC11. Identify causes of faults to maintain product quality</p> <p>PC12. Follow reporting procedures where the cause of faults cannot be identified</p> <p>PC13. Maintain the required productivity and quality levels</p> <p>PC14. Carry out quality checks at agreed intervals and in the approved way</p> <p>PC15. Identify process problems that effect product quality and report them promptly to appropriate people</p> <p>PC16. Identify faults in finished products and trace their causes</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. Types of problems with quality and how to report them to appropriate people</p> <p>KA2. Consequences of not rectifying problems</p> <p>KA3. Safe working practices and organizational procedures</p> <p>KA4. Limits of personal responsibility</p> <p>KA5. The lines of communication, authority and reporting procedures</p> <p>KA6. The organization's rules and guidelines (including timekeeping)</p> <p>KA7. The companies quality standards</p>

LSS/N2704 Contribute to achieving product quality in hand lasting operation

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The different types of faults likely to be found in the lasting process and method to put them right</p> <p>KB2. The different techniques and methods used to detect faults in the lasting process</p> <p>KB3. The inspection methods that can be used</p> <p>KB4. Importance of product checks</p> <p>KB5. The acceptable solutions for particular faults</p> <p>KB6. The consequences of not rectifying problems</p> <p>KB7. The types of adjustments suitable for specific types of faults</p> <p>KB8. Responsibilities at work during production</p> <p>KB9. Company's quality and production targets and the effect of not meeting these on self and/or the team</p> <p>KB10. Allowed tolerances</p> <p>KB11. Difference between correctable and non-correctable faults</p> <p>KB12. Manufacturer's instructions</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write in basic English/local language as applicable</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. Read and comprehend basic English/local language as applicable</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p>
	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Listen actively</p> <p>SA6. Communicate effectively with supervisors, managers, etc</p>
B. Professional Skills	Decision Making
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Analyse the defects and the procedure for dealing with it</p> <p>SB2. Take appropriate actions in terms of any deviations from the process</p>
	Plan and Organize
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Plan work according to the required schedule</p> <p>SB4. Work with supervisors/ team mates to carry out work related tasks</p> <p>SB5. Produce as per the specified productivity targets</p> <p>SB6. Keep the required materials ready in an organized manner before the lasting process</p>
	Customer Centricity
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB7. Evaluate and assess lasting by hand is as per customer standards</p> <p>SB8. Ensure customer satisfaction by timely and quality completion of work</p>

LSS/N2704 Contribute to achieving product quality in hand lasting operation

	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB9. Review the defects and take appropriate decision
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB10. Analyze the requirement and use appropriate amount of adhesives SB11. Examine the toe cap and the counter for wetness/ dryness
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB12. Assess and control the quality standards of the product as per customer standards

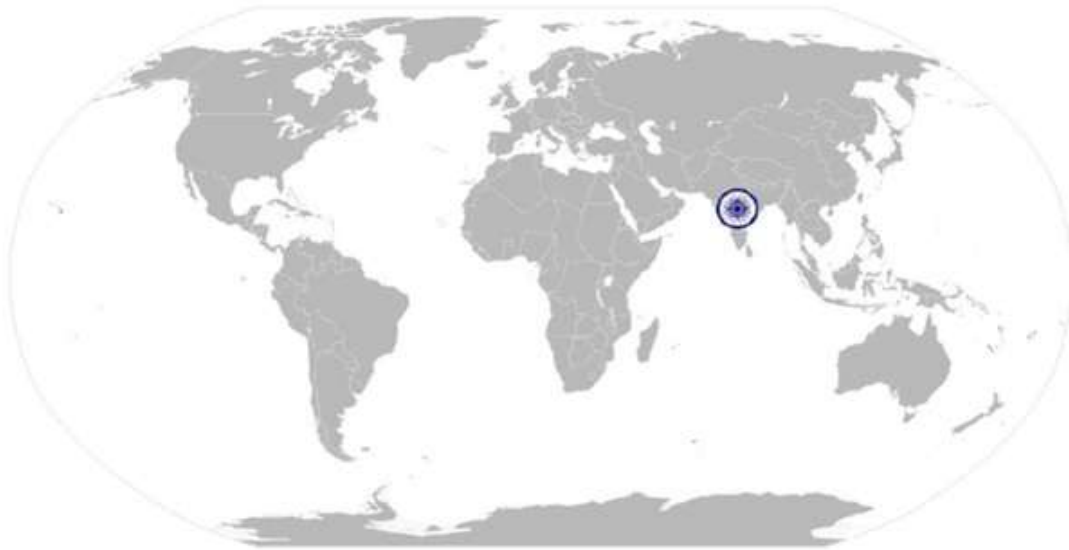


LSS/N2704 Contribute to achieving product quality in hand lasting operation

NOS Version Control

NOS Code	LSS/N2704		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Lasting	Next review date	18/06/2015

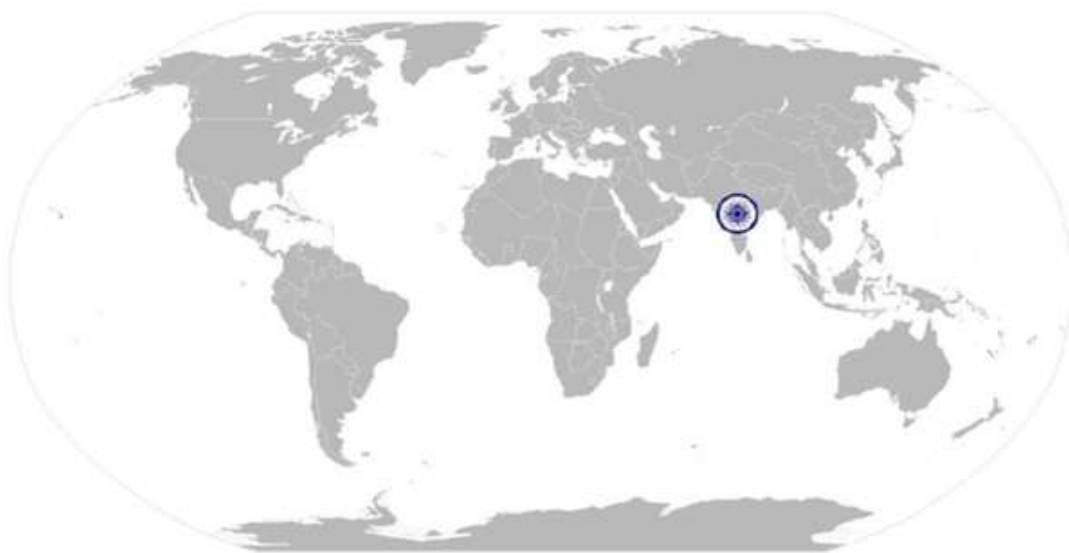
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LSS/N8501

Maintain the work area, tools and machines

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms.

LSS/N8501

Maintain the work area, tools and machines

Unit Code	LSS/N8501
Unit Title (Task)	Maintain the work area, tools and machines
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Maintenance of the work area, tools and machines
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Maintenance of the work area and tools	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Handle materials, machinery, equipment and tools safely and correctly</p> <p>PC2. Use correct lifting and handling procedures</p> <p>PC3. Use materials to minimize waste</p> <p>PC4. Prepare and organize work</p> <p>PC5. Maintain a clean and hazard free working area</p> <p>PC6. Deal with work interruptions</p> <p>PC7. Move around the workplace with care</p> <p>PC8. Maintain tools and equipment</p> <p>PC9. Carry out running maintenance within agreed schedules</p> <p>PC10. Carry out maintenance and/or cleaning outside responsibility</p> <p>PC11. Report unsafe equipment and other dangerous occurrences</p> <p>PC12. Ensure that the correct machine guards are in place</p> <p>PC13. Work in a comfortable position with the correct posture</p> <p>PC14. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC15. Dispose of waste safely in the designated location</p> <p>PC16. Store cleaning equipment safely after use</p> <p>PC17. Complete and store accurate records and documentation</p> <p>PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working</p> <p>PC19. Give inputs and assist in completing documentation</p> <p>PC20. Report the need for maintenance and/or cleaning outside your area of responsibility</p> <p>PC21. Ensure safe and correct handling of materials, equipment and tools</p> <p>PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organizational procedures</p> <p>KA3. Limits of one's own responsibility</p> <p>KA4. Ways of resolving with problems within the work area</p> <p>KA5. The production process and the specific work activities that relate to the whole process</p> <p>KA6. The lines of communication, authority and reporting procedures</p>

LSS/N8501

Maintain the work area, tools and machines

	<p>KA7. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA8. The companies quality standards</p> <p>KA9. The types of records kept, how are they completed and the importance of keeping them accurate</p> <p>KA10. The importance of complying with written instructions</p> <p>KA11. Equipment operating procedures / manufacturer's instructions</p> <p>KA12. Statutory responsibilities under Health, Safety and Environmental legislation and regulations</p> <p>KA13. The quality standards and processes followed by the organization relevant to your role</p> <p>KA14. Documentation required for reporting</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications and instructions</p> <p>KB3. Relation between work role and the overall manufacturing process</p> <p>KB4. The importance of good time keeping and attendance</p> <p>KB5. The importance of minimized production costs</p> <p>KB6. The importance of taking action when problems are identified</p> <p>KB7. Different ways of minimizing waste</p> <p>KB8. The importance of running maintenance and regular cleaning</p> <p>KB9. Effects of contamination on products i.e. Machine oil, dirt</p> <p>KB10. Common faults with equipment and the method to rectify</p> <p>KB11. Maintenance procedures and manufacturer's instructions</p> <p>KB12. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB13. Different types of cleaning equipment and substances and their use</p> <p>KB14. Safe working practices for cleaning and the method of carrying them out</p> <p>KB15. The production process and the specific work activities that relate to the whole process</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards,</p> <p>SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p>
	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA4. Speak and communicate effectively to peers and supervisors</p> <p>SA5. Give clear instructions to co-workers, subordinates others</p> <p>SA6. Use correct technical term while interacting with supervisor</p>

LSS/N8501

Maintain the work area, tools and machines

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

LSS/N8501

Maintain the work area, tools and machines

NOS Version Control

NOS Code	LSS/N8501		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Lasting	Next review date	18/06/2015

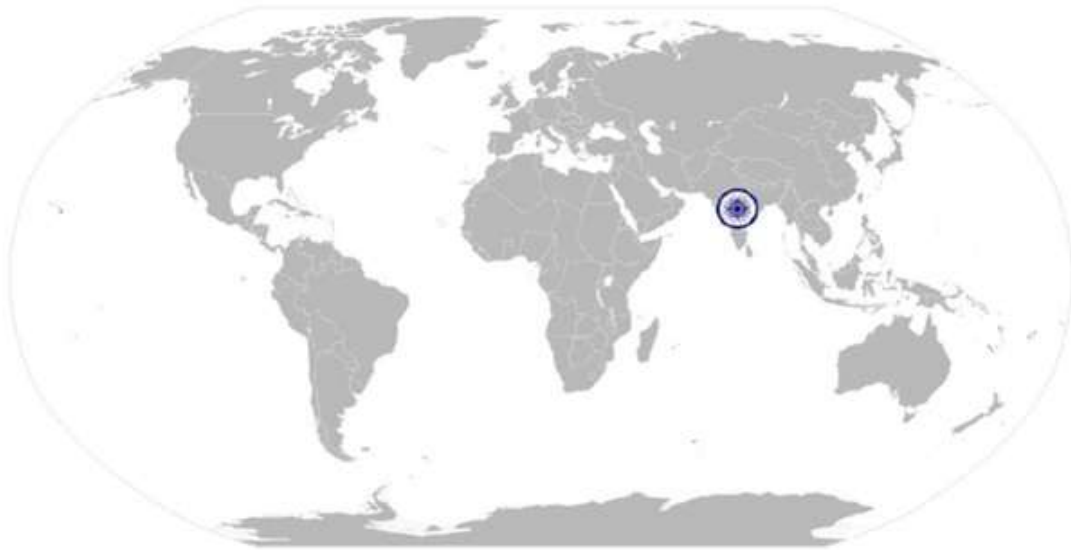
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LSS/N8601

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

National Occupational Standard

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

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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. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Document and report any health and safety related incidents/ accidents</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend manuals of operations</p> <p>SA3. Read all organizational and equipment related health and safety manuals and documents</p> <p>SA4. Read instructions, guidelines/procedures/rules related to the worksite and machine operations</p>
	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Give clear instructions to co-workers, subordinates and other personnel</p> <p>SA6. Use correct technical terms while interacting with supervisor</p>
B. Professional Skills	Decision Making
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Make an appropriate timely decision in responding to emergencies/accidents in line with organizational</p> <p>SB2. Evaluate and use correct PPE and other safety gear while at the workplace</p>
	Plan and Organize
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Work with supervisors/ team mates to carry out work related tasks</p>

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



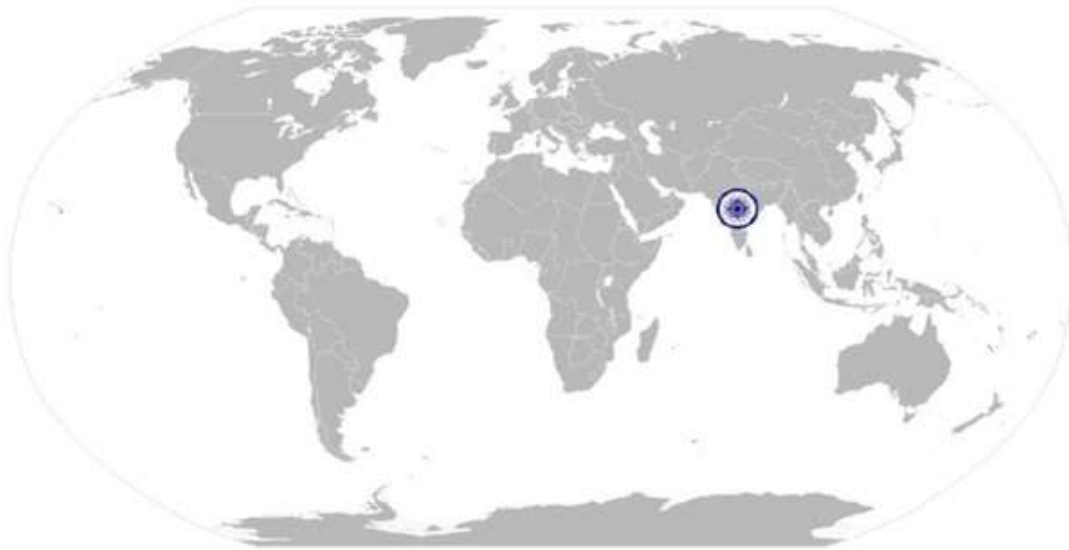
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Maintain health, safety and security at workplace

NOS Version Control

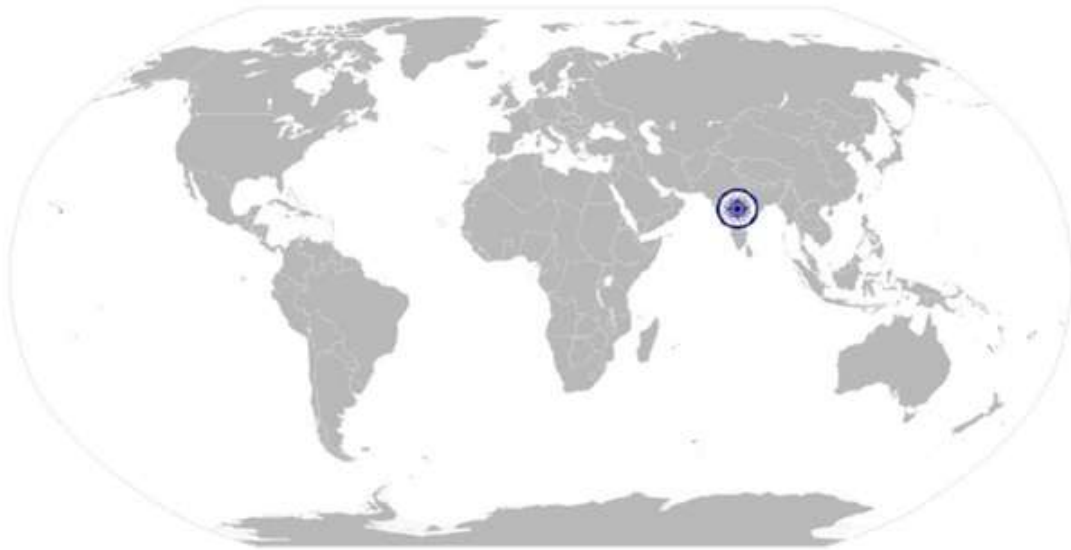
NOS Code	LSS/N8601		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Lasting	Next review date	18/06/2015

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LSS/N8701 Comply with industry, regulatory and organizational requirements

National Occupational Standard



Overview

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

LSS/N8701 Comply with industry, regulatory and organizational requirements

National Occupational Standard

Unit Code	LSS/N8701
Unit Title (Task)	Comply with industry, regulatory and organizational requirements
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with industry, regulatory and organizational requirements at the workplace.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Compliance with industry, regulatory and organisational requirements
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Compliance with industry, regulatory and organisational requirements	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures</p> <p>PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel</p> <p>PC3. Apply and follow these policies and procedures within the work practices</p> <p>PC4. Provide support to the supervisor and team members in enforcing these considerations</p> <p>PC5. Identify and report any possible deviation to these requirements</p>
Knowledge and Understanding (K)	
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, etc

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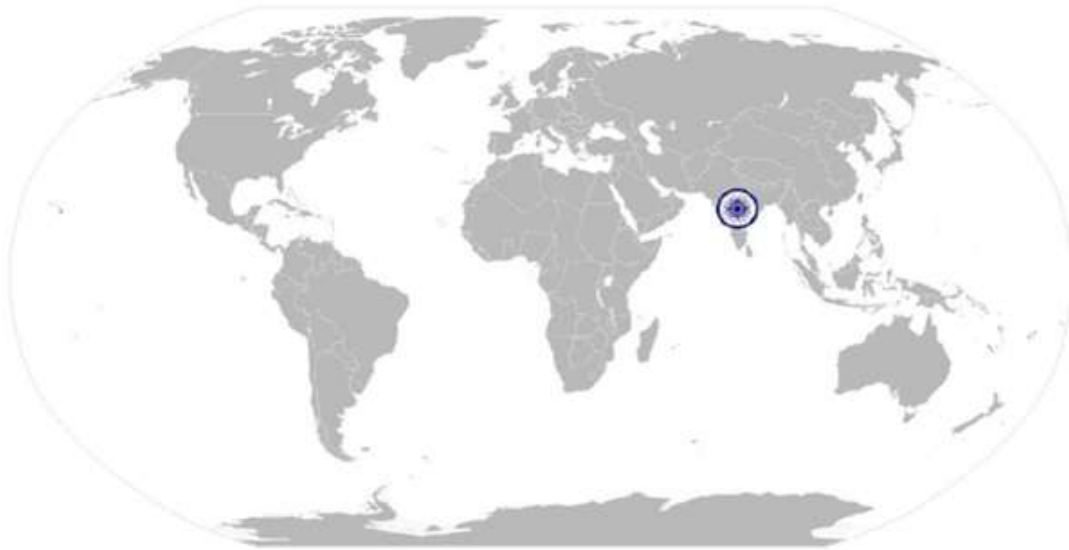
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA6. Positively influence the team 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 and follow organizational procedures and policies
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB4. Evaluate and seek and obtain clarification from the superiors
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB5. Apply balanced judgement to different situations
	Critical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB6. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

LSS/N8701 Comply with industry, regulatory and organizational requirements

NOS Version Control

NOS Code	LSS/N8701		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Lasting	Next review date	18/06/2015

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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Laster (By Hand)

Qualification Pack LSS/Q2702

Sector Skill Council Leather

Guidelines for Assessment

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

NOS	PC	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
1.LSS/N2703 (Carry out lasting operations by hand)	PC1. Make sure the work area is free from hazards	40	1	0	1
	PC2. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role		1	0	1
	PC3. Ask questions to obtain more information on tasks when the instructions have are unclear		1	0	1
	PC4. Select and sort the tools and materials for the work		2	1	1
	PC5. Make sure that tools are safe and clean to use on the material		1	0	1
	PC6. Agree and review agreed upon work targets with supervisor		1	0	1
	PC7. Seek feedback from supervisor on work related performance		1	0	1

	PC8. Minimize wastage		1	0	1
	PC9. Report risks/ problems likely to affect services to the relevant person promptly and accurately		2	1	1
	PC10. Produce the required batch of components to match the job card and the company's production targets		1	0	1
	PC11. Report defects in the tools that one do not have the authority to repair		2	1	1
	PC12. Dispose of waste materials safely and return re-useable materials		1	0	1
	PC13. Carry out closedown procedures on completion of work		1	0	1
	PC14. Sort and place work to assist the next stage of production and minimize the risk of damage		1	0	1
	PC15. Carry out visual inspection to ensure the products are free from handling defects		1	0	1
	PC16. Ensure the adhesive is prepared appropriately as per the standard procedure		2	1	1
	PC17. Soak the toe cap and counter in the adhesive as per the manufacturers instruction		1	0	1
	PC18. Ensure the toe cap and counter is dry by allowing them to dry as per the specified drying time		2	1	1
	PC19. Insert the toe cap and counter inside the upper as per the operating procedure		1	0	1
	PC20. Fix the upper on the last as per the standard operating procedure		1	0	1
	PC21. Ensure the back height of the upper is adjusted as per the mark on the last		1	0	1

	PC22. Apply the glue evenly on the inner edges of the upper and outer edges of the insole as per the operating procedures		2	1	1
	PC23. Attach the upper onto the insole and draft the nail as per the standard procedure		1	0	1
	PC24. Trim the excess edges of the upper to avoid wrinkles as per the standard procedures		1	0	1
	PC25. Dry the upper for the specified amount of time		1	0	1
	PC26. Remove the nails from the upper following safety and operating standards		2	1	1
	PC27. Hammer the fore part, side and seat of the upper on to the insole as per the standard procedures		1	0	1
	PC28. Remove the wrinkles by hammering using mallet following the standard safety and operating procedures		1	0	1
	PC29. Clean the lasted uppers as per the standard cleaning procedures		2	1	1
	PC30. Ensure the quality of the lasted upper is as per the specified quality standards		1	0	1
	PC31. Ensure the lasted uppers are prepared for the next operation as per the standards specified by the organization		1	0	1
	PC32. Ensure the lasted upper is free from production and handling damages		1	0	1
		Total	40	8	32
2.LSS/N2704 (Contribute to achieving product quality in hand lasting operation)	PC1. Ensure the tools are in good working condition	40	2	0	2

	PC2. Ensure creases do not appear on the inside of the back portion of the upper while counter tightening		3	1	2
	PC3. Ensure the shape of the shoe is retained during toe moulding operation		2	0	2
	PC4. Ensure pleats do not appear in the seat portion of the lasted upper after seat lasting process		2	0	2
	PC5. Selection of appropriate lasts as per the sizes		3	1	2
	PC6. Ensuring the quality of the lasting as per the specifications and the standards		3	1	2
	PC7. Ensure materials and component parts meet specifications		2	0	2
	PC8. Report and replace faulty materials and component parts which do not meet specification		2	0	2
	PC9. Report faults outside personal responsibility to the appropriate person		3	1	2
	PC10. Identify faults in materials and products		3	1	2
	PC11. Identify causes of faults to maintain product quality		2	0	2
	PC12. Follow reporting procedures where the cause of faults cannot be identified		3	1	2
	PC13. Maintain the required productivity and quality levels		2	1	1
	PC14. Carry out quality checks at agreed intervals and in the approved way		2	0	2
	PC15. Identify process problems that effect product quality and report them promptly to appropriate people		3	1	2

	PC16. Identify faults in finished products and trace their causes		3	1	2
		Total	40	9	31
3.LSS/N8501 (Maintain the work area and tools)	PC1. Handle materials and tools safely and correctly	50	2	0	2
	PC2. Use correct lifting and handling procedures		2	0	2
	PC3. Use materials to minimize waste		3	1	2
	PC4. Prepare and organize work		3	1	2
	PC5. Maintain a clean and hazard free working area		3	1	2
	PC6. Deal with work interruptions		3	1	2
	PC7. Move about the workplace with care		2	0	2
	PC8. Maintain tools		2	0	2
	PC9. Carry out running maintenance within agreed schedules		2	0	2
	PC10. Carry out maintenance and/or cleaning outside responsibility		2	0	2
	PC11. Report unsafe equipment and other dangerous occurrences		3	1	2
	PC12.Ensure that the correct machine guards are in place		2	0	2
	PC13.Work in a comfortable position with the correct posture		3	1	2
	PC14.Use cleaning equipment and methods appropriate for the work to be carried out		2	0	2
	PC15.Dispose of waste safely in the designated location		3	1	2
	PC16.Store cleaning equipment safely after use		1	0	1
	PC17.Complete and store accurate records and documentation		2	0	2

	PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working		2	0	2
	PC19. Give inputs and assist in completing documentation		2	0	2
	PC20. Report the need for maintenance and/or cleaning outside your area of responsibility		2	1	1
	PC21.Ensure safe and correct handling of materials, equipment and tools		2	0	2
	PC22.Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		2	0	2
		Total	50	8	42
4.LSS/N8601 (Maintain health, safety and security at workplace)	PC1. Comply with health and safety related instructions applicable to the workplace	45	3	0	3
	PC2. Use and maintain personal protective equipment as per protocol		3	1	2
	PC3. Carry out own activities in line with approved guidelines and procedures		2	0	2
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	1	2
	PC5. Follow environment management system related procedures		3	0	3
	PC6. Identify and correct (if possible) malfunctions in tools and equipment		3	1	2
	PC7. Report any service malfunctions that cannot be rectified		2	0	2
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		2	0	2
	PC9. Safely handle and move waste and debris		3	1	2

	PC10. Minimize health and safety risks to self and others due to own actions		2	0	2
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		2	0	2
	PC12. Monitor the workplace and work processes for potential risks and threats		2	0	2
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	1	2
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		2	0	2
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		3	0	3
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		3	0	3
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		2	0	2
	PC18. Follow organization procedures for shutdown and evacuation when required		2	0	2
		Total	45	5	40
4. LSS/N8701 (Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	15	3	0	3
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		4	1	3
	PC3. Apply and follow these policies and procedures within your work practices		2	0	2

	PC4. Provide support to your supervisor and team members in enforcing these considerations		3	1	2
	PC5. Identify and report any possible deviation to these requirements		3	0	3
		Total	15	2	13