

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 - Store In-charge

SECTOR:	LEATHER
SUB SECTOR:	Footwear
OCCUPATION:	Store Keeping
REFERENCE ID:	LSS/Q3201
ALIGNED TO:	NCO- 2004/NIL

The key activities performed in store keeping are efficient stock keeping and material handling that includes raw materials, semi finished goods, finished goods and other materials.

Brief Job Description: The Store In-charge is primarily responsible for ensuring and performing smooth store keeping operations in the manufacturing unit. He/ She is responsible for proper materials handling and storage. He/ she ensure timely receipt, issue, dispatch and documentation of goods/ stock in the store.

Personal Attributes: A Store In-charge should be well organised, detail oriented and quality conscious. He/ She should have the ability to work as a team, communicate & coordinate effectively and perform multiple activities simultaneously.

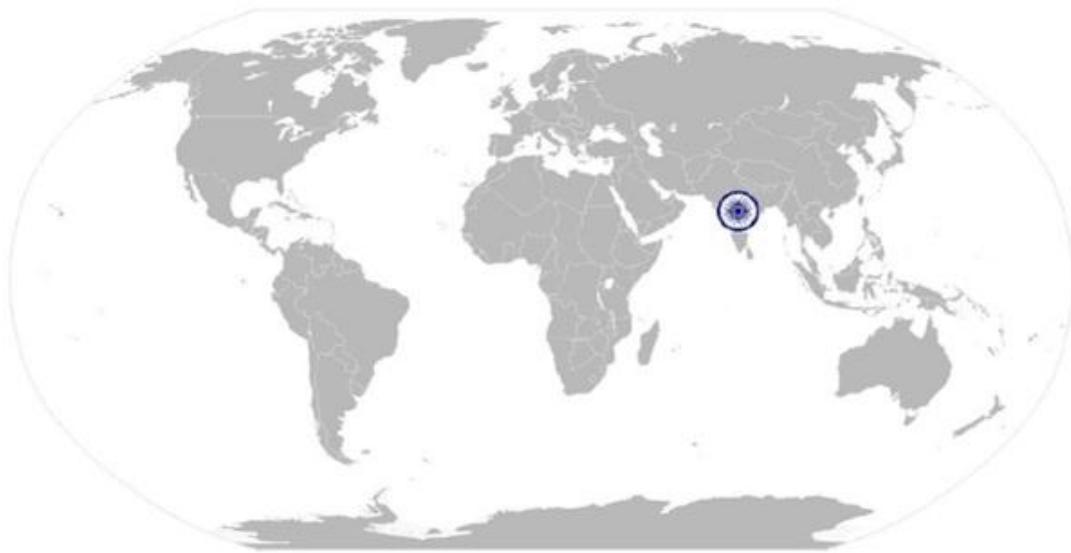
Qualifications Pack Code	LSS/Q3201		
Job Role	Store In-charge		
Credits(NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Store Keeping	Next review date	31/03/17
NSQC Clearance on	18/06/2015		
Job Role	Store In-charge		
Role Description	The Store In-charge is primarily responsible for ensuring and performing smooth store keeping operations in the manufacturing unit. He/ She is responsible for proper materials handling and storage. He/ she ensure timely receipt, issue, dispatch and documentation of goods/ stock in the store.		
NSQF level	4		
Minimum Educational Qualifications*	Class X		
Maximum Educational Qualifications*	N/A		
Training (Suggested but not mandatory)	N/A		
Minimum Job Entry Age	18 years		
Experience	Prior experience as helper in storekeeping operations for a minimum of 2-3 years		
Applicable National Occupational Standards (NOS)	<p>Compulsory</p> <ol style="list-style-type: none"> 1. LSS/N3201 Supervise material receipt and dispatch activities 2. LSS/N3202 Carryout stock control and management 3. LSS/N8502 Maintain the work area and stores building 4. LSS/N8601 Comply with health, safety and security requirements at work 5. LSS/N8701 Comply with industry regulatory and organizational requirement <p>Optional: N.A.</p>		
Performance Criteria	As described in the relevant OS units		

Definition

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

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

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for handling incoming and outgoing of materials within store keeping operations by a store in-charge.

National Occupational Standards

LSS/N3201
Supervise material receipt and dispatch activities

National Occupational Standard

Unit Code	LSS/N3201
Unit Title (Task)	Supervise material receipt and dispatch activities
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for handling incoming and outgoing of materials within store keeping operations by a store in-charge.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Receipt of incoming materials • Issue of materials • Dispatch of materials • Documentation/ maintain records • Coordination with other departments
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Receipt of incoming materials	To be competent, the user/individual on the job must be able to: PC1. Receive the raw material as per purchase order following organizational protocol PC2. Receive the semi finished and finished goods from the production department as per organization standards PC3. Monitor and check the quality of materials received as per defined quality parameters PC4. Ensure adherence to timelines for receipt of stock PC5. Follow organizational procedures to ensure the material is free from handling damages during material movement
Issue of material	PC6. Ensure availability of materials as per the production plan PC7. Monitor and check the quality and quantity of the stock to be issued PC8. Issue material to the production line as per the production requirement request PC9. Follow and ensure adherence to timelines for issue of stock PC10. Follow organizational procedures to ensure the material is free from handling damages during material movement
Dispatch of material	PC11. Ensure dispatch of all finished goods as per organization procedures PC12. Ensure appropriate packaging of the materials PC13. Ensure adherence to timelines for dispatch of stock
Documentation/ Maintain Records	PC14. Obtain and maintain a copy of production plan as appropriate daily, weekly or monthly PC15. Maintain and prepare all documents and records as per organization procedures PC16. Follow proper organization and legal documentation procedure for dispatch of finished goods PC17. Maintain stock records as per organization procedures
Coordination with other departments	PC18. Liaison and coordinate with other internal departments like purchase, production, quality and administration PC19. Coordinate with production department for issue of raw material, receipt of semi finished and finished goods

National Occupational Standards

LSS/N3201

Supervise material receipt and dispatch activities

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. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA3. Organizational policies and procedures</p> <p>KA4. The companies quality standards</p> <p>KA5. Documentation required as part of the process</p> <p>KA6. Method to identify the process problems</p> <p>KA7. Escalation hierarchy if and when required</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Details of the various job roles and responsibilities</p> <p>KB2. Knowledge of the different kinds of materials used in the organization</p> <p>KB3. Importance and procedures for appropriate material handling</p> <p>KB4. All activities involved in storekeeping operations</p> <p>KB5. Various stock maintenance procedures</p> <p>KB6. The nature and type of different materials to be stored</p> <p>KB7. Different kinds of equipments used in store keeping</p> <p>KB8. 5 S principle applied in store keeping</p> <p>KB9. Importance of safe storage and material handling and the implications of not doing so</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 and activity logs in the prescribed format of the company</p> <p>SB1. Perform basic math, arithmetic and measurement</p> <p>SA3. Perform basic Computer operations</p> <p>SA4. Maintain inventory list manually and using MS excel</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Read and comprehend basic English/local language as applicable</p> <p>SA6. Read and understand manuals, health and safety instructions, memos, reports, etc</p> <p>SA7. Interpret material/ goods requirement plan</p>
B. Professional Skills	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA8. Listen actively</p> <p>SA9. Communicate effectively with supervisors, managers, etc</p> <p>SA10. Communicate with various departments in the organization</p>
	Decision Making
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB2. Issue materials/goods to the respective department as per their requirement</p> <p>SB3. Use appropriate material handling procedures for different materials.</p>

National Occupational Standards

LSS/N3201

Supervise material receipt and dispatch activities

	semi-finished goods and finished goods
	SB4. Ensure receipt and dispatch of materials in leather footwear as per standards of the organization
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB5. Plan and manage work in an organized manner
	SB6. Coordinate with other departments for receipt and dispatch of materials/goods
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB7. Adhere to timelines on receipt and dispatch of materials and goods
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB8. Assess the quality and quantity of the stock
	SB9. Inculcate 5S principle in store keeping activities
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB10. Identify process related problem and measures to rectify them
	Critical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB11. Evaluate the criticality of the quality defect in the product and take appropriate action
	SB12. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

National Occupational Standards

LSS/N3201 **Supervise material receipt and dispatch activities**

NOS Version Control

NOS Code	LSS/N3201		
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	Store Keeping	Next review date	18/06/2015

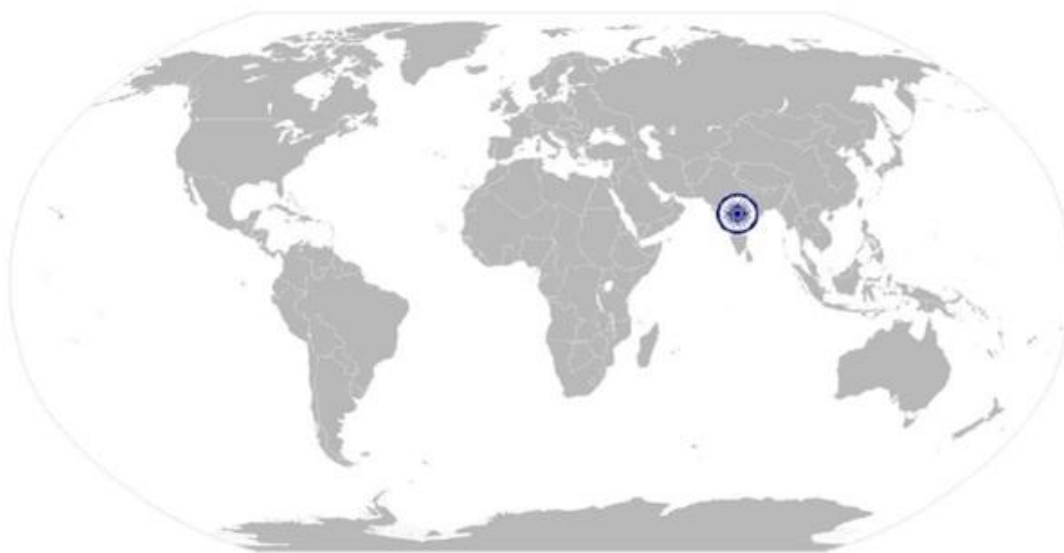
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LSS/N3202

Carryout stock control and management

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out stock control and management in a store.

LSS/N3202

Carryout stock control and management

Unit Code	LSS/N3202
Unit Title (Task)	Carryout stock control and management
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out stock control and management in a store.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Store Keeping Stock Inventory
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Store Keeping Activities	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Store and stack the material as per organizational procedure</p> <p>PC2. Ensure proper labeling for different kinds of material as per the standard procedure</p> <p>PC3. Appropriately store materials as per the manufacturer's instructions</p>
Maintenance of Stock Inventory	<p>PC4. Maintain the stock schedule as per organizational procedures</p> <p>PC5. Regularly inform the supervisor on stock status</p> <p>PC6. Monitor and perform reordering of stock items if required</p> <p>PC7. Track and conduct quantity and quality checks for the stock at intervals as specified</p> <p>PC8. Take appropriate action to manage faulty materials</p> <p>PC9. Ensure all procedures are being followed to maintain the quality of stock</p> <p>PC10. Ensure that replacements for damage goods are received on time</p>
Documentation	<p>PC11. Maintain and prepare all documents and records as per organization procedures</p> <p>PC12. Maintain stock records as per organization procedures</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. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA3. Organizational policies and procedures</p> <p>KA4. The companies quality standards</p> <p>KA5. Documentation required as part of the process</p> <p>KA6. Method to identify the process problems</p> <p>KA7. Escalation hierarchy if and when required</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Details of the various job roles and responsibilities</p> <p>KB2. Knowledge of the different kinds of materials used in the organization</p> <p>KB3. Importance and procedures for appropriate material handling</p> <p>KB4. All activities involved in storekeeping operations</p> <p>KB5. Various stock maintenance procedures</p> <p>KB6. The nature and type of different materials to be stored</p> <p>KB7. Different kinds of equipments used in store keeping</p> <p>KB8. 5 S principle applied in store keeping</p> <p>KB9. Importance of safe storage and material handling and the implications</p>

LSS/N3202

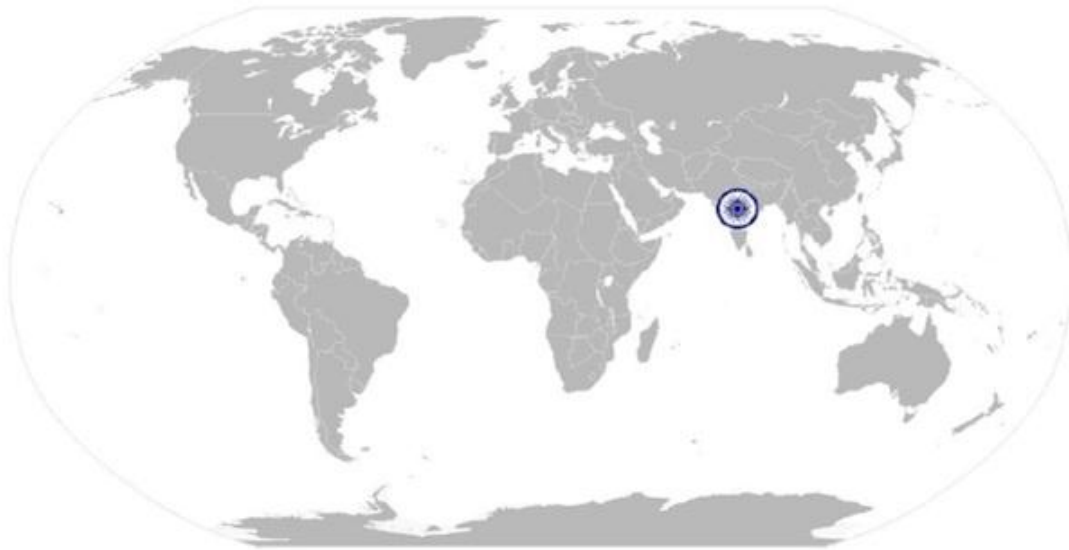
Carryout stock control and management

	of not doing so
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 and activity logs in the prescribed format of the company SB13. Perform basic math, arithmetic and measurement SA3. Perform basic Computer operations SA4. Maintain inventory list manually and using MS excel
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA5. Read and comprehend basic English/local language as applicable SA6. Read and understand manuals, health and safety instructions, memos, reports, etc SA7. Interpret material/ goods requirement plan
B. Professional Skills	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: SA8. Listen actively SA9. Communicate effectively with supervisors, managers, etc SA10. Communicate with various departments in the organization
	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. Analyse and use appropriate measures to manage faulty materials SB2. Use o fappropriate material handling procedures for different materials. semi- finished goods and finished goods SB3. Ensure receipt and dispatch materials in leather footwear as per standards of the organization
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB4. Plan and manage work in an organized manner and as per the stock schedule SB5. Coordinate with other departments for receipt and dispatch of materials/goods
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB6. Adhere to timelines on receipt and dispatch of materials and goods
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB7. Assess the quality and quantity of the stock SB8. Inculcate 5S principle in store keeping activities
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. Identify process related problem and measures to rectify them
	Critical Thinking

LSS/N3202

Carryout stock control and management

	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB10. Evaluate the criticality of the quality defect in the product and take appropriate action</p> <p>SB11. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently</p>
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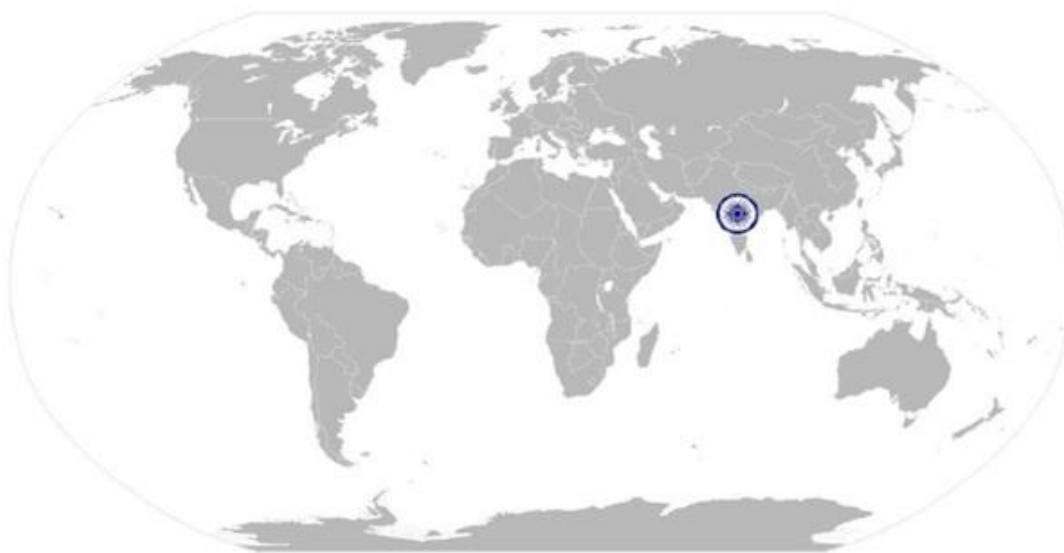
LSS/N3202

Carryout stock control and management

NOS Version Control

NOS Code	LSS/N3202		
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	Store Keeping	Next review date	18/06/2015

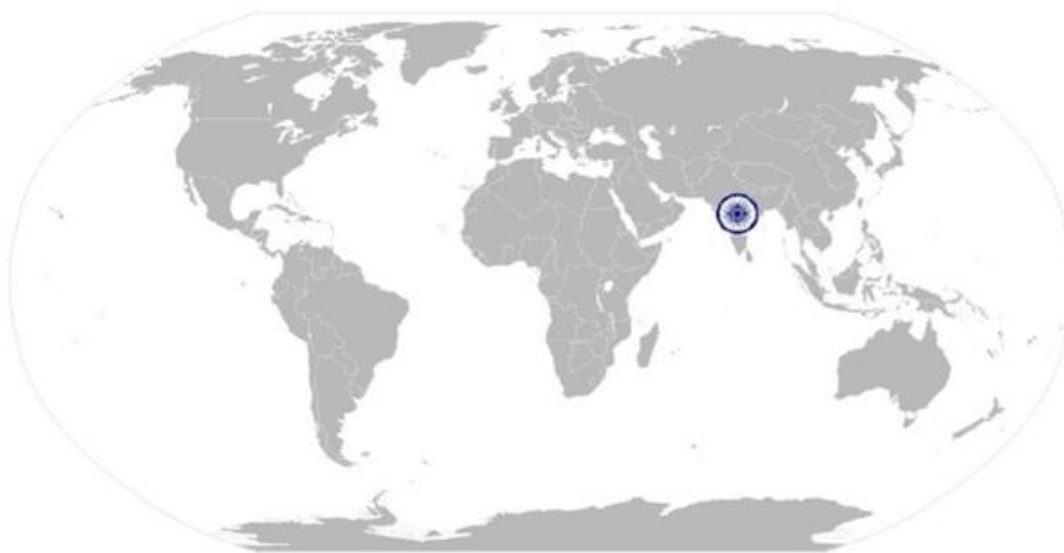
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LSS/N8502

Maintain the work area and stores building

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work area and stores building as per norms.

LSS/N8502

Maintain the work area and stores building

National Occupational Standard

Unit Code	LSS/N8502
Unit Title (Task)	Maintain the work area and stores building
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work area and stores building as per norms.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Maintenance of work area and store building
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Maintenance of work area and store building	<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 as applicable</p> <p>PC2. Use correct lifting and handling procedures</p> <p>PC3. Prepare and organize work</p> <p>PC4. Maintain a clean and hazard free working area</p> <p>PC5. Deal with work interruptions</p> <p>PC6. Move about the workplace with care</p> <p>PC7. Maintain tools and equipment</p> <p>PC8. Maintain environmental condition suitable for work area</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. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC14. Carry out maintenance of measuring and weighing instruments</p> <p>PC15. Dispose of waste safely in the designated location</p> <p>PC16. Store cleaning equipment safely after use</p> <p>PC17. Carry out cleaning according to schedules and limits of responsibility</p> <p>PC18. Complete and store accurate records and documentation</p> <p>PC19. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration</p> <p>PC20. Report to the concerned authority in case of faulty equipments</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. Safe working practices and Organizational procedures</p> <p>KA2. Potential threats/ dangerous occurrences in the work area</p> <p>KA3. Ways of resolving problems within the work area</p> <p>KA4. The lines of communication, authority and reporting procedures</p> <p>KA5. The quality standards and processes followed by the organization relevant</p> <p>KA6. The Organization's guidelines related to maintenance of equipment</p> <p>KA7. Documentation required for maintenance and 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>

LSS/N8502

Maintain the work area and stores building

	<p>KB2. The importance of taking action when problems are identified</p> <p>KB3. The importance of running maintenance and regular cleaning</p> <p>KB4. Effects of contamination on products</p> <p>KB5. Maintenance procedures and manufacturer's instructions</p> <p>KB6. Different types of cleaning equipment/ substances and their use</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 basic English/local language to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc.
	SA3. Read and comprehend the local language
B. Professional Skills	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. Speak and communicate effectively to peers and supervisors
	SA6. Give clear instructions to co-workers, subordinates others
	SA7. Use correct technical term while interacting with supervisor
	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 materials, components, finished product to the concerned authority
	SB3. Evaluate the decision and take appropriate action
	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 of the work area and store room building
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB7. 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:
	SB8. Solve operational role related issues
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB9. Assess the work area for potential hazards and faulty equipments
	SB10. Assess and identify faults with the tools/ machines/ equipments used in the store area

LSS/N8502

Maintain the work area and stores building

	<p>Critical Thinking</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB11. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently</p>
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LSS/N8502

Maintain the work area and stores building

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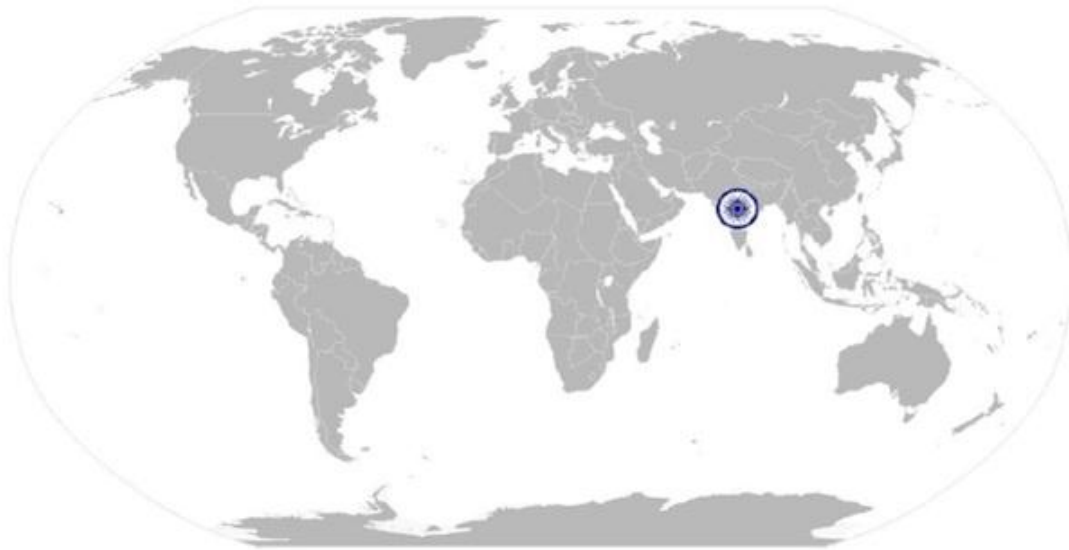
NOS Code	LSS/N8502		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Store Keeping	Next review date	18/06/2015

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LSS/N8601 Comply with health, safety and security requirements at work

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 Comply with health, safety and security requirements at work

National Occupational Standard

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

LSS/N8601 Comply with health, safety and security requirements at work

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
	The user/ individual on the job needs to know and understand how to:
	SA1. Document and report any health and safety related incidents/ accidents
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
	SA2. Read and comprehend manuals of operations
B. Professional Skills	SA3. Read all organizational and equipment related health and safety manuals and documents
	SA4. Read instructions, guidelines/procedures/rules related to the worksite and machine operations
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	SA5. Give clear instructions to co-workers, subordinates and other personnel
	SA6. Use correct technical terms while interacting with supervisor
	Decision Making
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	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
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	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
	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

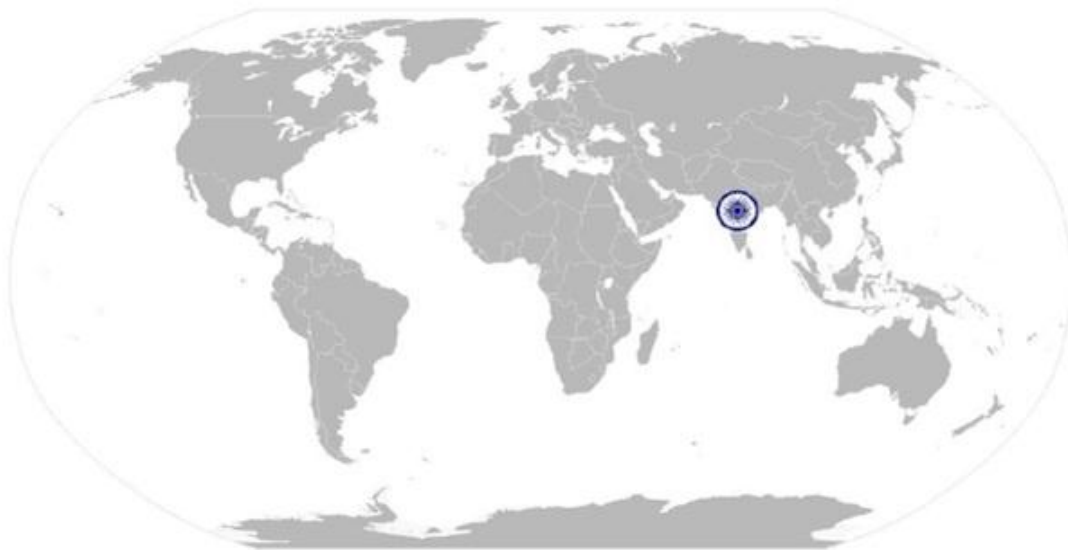


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NOS Version Control

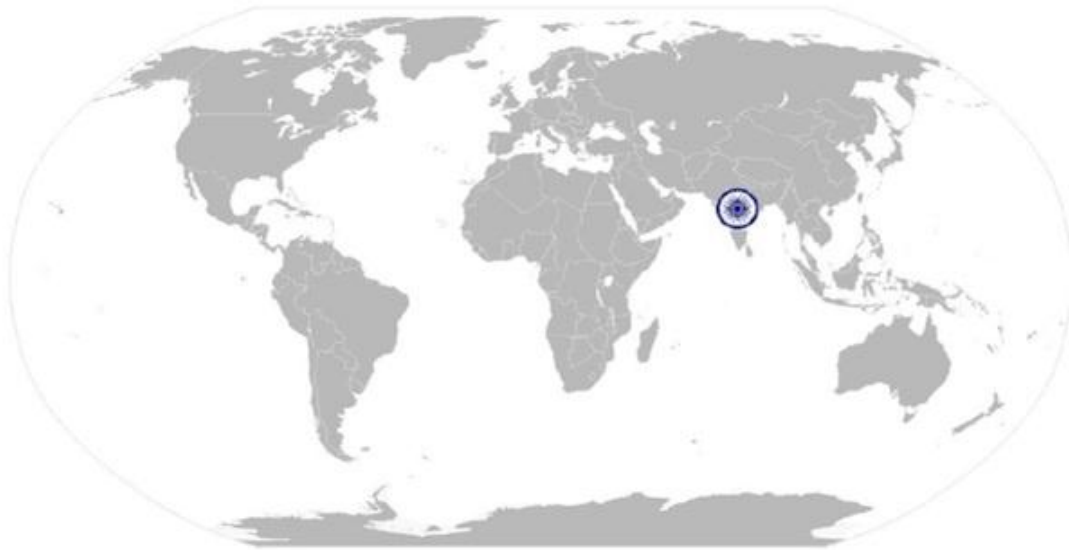
NOS Code	LSS/N8601		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Store Keeping	Next review date	18/06/2015

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LSS/N8701 Comply with industry regulatory and organizational requirement

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 requirement

National Occupational Standard

Unit Code	LSS/N8701
Unit Title (Task)	Comply with industry regulatory and organizational requirement
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with industry, regulatory and organizational requirements at the workplace.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Compliance with industry, regulatory and organizational requirements
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Compliance with industry, regulatory and organizational requirements	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel PC3. Apply and follow these policies and procedures within the work practices PC4. Provide support to the supervisor and team members in enforcing these considerations PC5. Identify and report any possible deviation to these requirements
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. The importance of having an ethical and value-based approach to governance KA2. Benefits to the company and oneself due to practice of these procedures KA3. Specific to the industry/sector, know and understand: KA4. Legal, regulatory and ethical requirements KA5. Procedures to follow if someone does not meet the requirements KA6. Customer specific requirements mandated as a part of the work process
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Country / customer specific regulations for the sector and their importance KB2. Reporting procedure in case of deviations KB3. Limits of personal responsibility
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

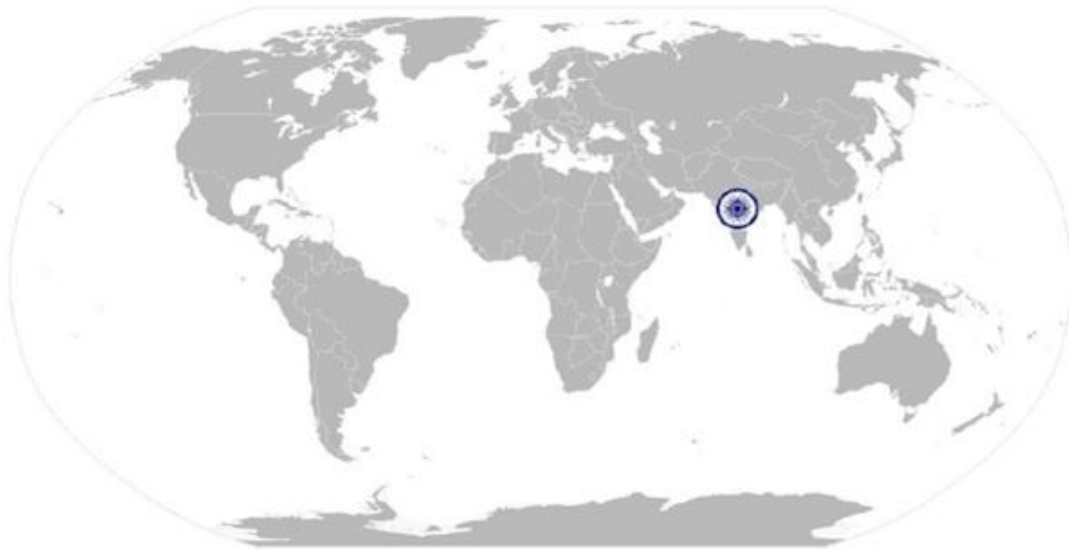
LSS/N8701 Comply with industry regulatory and organizational requirement

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

LSS/N8701 Comply with industry regulatory and organizational requirement NOS Version Control

NOS Code	LSS/N8701		
Credits (NSQF)	TBD	Version number	1.0
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Qualifications Pack For -Store In-charge

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Store In-charge

Qualification Pack LSS/Q3201

Sector Skill Council Leather

Guidelines for Assessment

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

NOS	PC	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
1. LSS/N3201 (Supervise material receipt and dispatch activities)	PC1. Receive the raw material as per purchase order following organizational protocol	55	3	0	3
	PC2. Receive the semi finished and finished goods from the production department as per organization standards		2	0	2
	PC3. Monitor and check the quality of materials received as per defined quality parameters		3	1	2
	PC4. Ensure adherence to timelines for receipt of stock		2	0	2
	PC5. Follow organizational procedures to ensure the material is free from handling damages during material movement		5	1	4
	PC6. Ensure availability of materials as per the production plan		2	0	2
	PC7. Monitor and check the quality and quantity of the stock to be issued		3	1	2

	PC8. Issue material to the production line as per the production requirement request		3	0	3
	PC9. Follow and ensure adherence to timelines for issue of stock		2	0	2
	PC10. Follow organizational procedures to ensure the material is free from handling damages during material movement		3	0	3
	PC11. Ensure dispatch of all finished goods as per organization procedures		3	1	2
	PC12. Ensure appropriate packaging of the materials		2	0	2
	PC13. Ensure adherence to timelines for dispatch of stock		3	1	2
	PC14. Obtain and maintain a copy of production plan as appropriate daily, weekly or monthly		3	0	3
	PC15. Maintain and prepare all documents and records as per organization procedures		4	1	3
	PC16. Follow proper organization and legal documentation procedure for dispatch of finished goods		3	0	3
	PC17. Maintain stock records as per organization procedures		3	1	2
	PC18. Liaison and coordinate with other internal departments like purchase, production, quality and administration		3	0	3
	PC19. Coordinate with production department for issue of raw material, receipt of semi finished and finished goods		3	0	3
		Total	55	7	48
2. LSS/N3202 (Carryout stock control and management)	PC1. Store and stack the material as per organizational procedure	30	2	0	2
	PC2. Ensure proper labeling for different kinds of material as per the standard procedure		3	0	3
	PC3. Appropriately store materials as per the manufacturer's instructions		2	0	2
	PC4. Maintain the stock schedule as per organizational procedures		2	0	2
	PC5. Regularly inform the supervisor on stock status		3	1	2
	PC6. Monitor and perform reordering of stock items if required		2	0	2

	PC7. Track and conduct quantity and quality checks for the stock at intervals as specified		3	1	2
	PC8. Take appropriate action to manage faulty materials		3	1	2
	PC9. Ensure all procedures are being followed to maintain the quality of stock		2	0	2
	PC10. Ensure that replacements for damage goods are received on time		3	1	2
	PC11. Maintain and prepare all documents and records as per organization procedures		2	0	2
	PC12. Maintain stock records as per organization procedures		3	0	3
		Total	30	4	26
3. LSS/N8502 (Maintain the work area and stores building)	PC1. Handle materials, machinery, equipment and tools safely and correctly	55	3	0	3
	PC2. Use correct lifting and handling procedures		3	0	3
	PC3. Prepare and organize work		2	0	2
	PC4. Maintain a clean and hazard free working area		4	1	3
	PC5. Deal with work interruptions		2	0	2
	PC6. Move about the workplace with care		3	0	3
	PC7. Maintain tools and equipment		3	1	2
	PC8. Maintain environmental condition suitable for work area		2	0	2
	PC9. Carry out running maintenance within agreed schedules		3	1	2
	PC10. Carry out maintenance and/or cleaning outside responsibility		2	0	2
	PC11. Report unsafe equipment and other dangerous occurrences		4	1	3
	PC12. Ensure that the correct machine guards are in place		3	0	3
	PC13. Use cleaning equipment and methods appropriate for the work to be carried out		2	0	2
	PC14. Carry out maintenance of measuring and weighing instruments		3	1	2
	PC15. Dispose of waste safely in the designated location		2	0	2
	PC16. Store cleaning equipment safely after use		3	1	2
	PC17. Carry out cleaning according to schedules and limits of responsibility		2	0	2
	PC18. Complete and store accurate records and documentation		4	1	3

	PC19. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		2	0	2
	PC20. Report to the concerned authority in case of faulty equipment		3	0	3
		Total	55	7	48
4.LSS/N8601 (Maintain health, safety and security at work)	PC1. Comply with health and safety related instructions applicable to the workplace	45	3	0	3
	PC2. Use and maintain personal protective equipment as per protocol		3	1	2
	PC3. Carry out own activities in line with approved guidelines and procedures		2	0	2
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	1	2
	PC5. Follow environment management system related procedures		3	0	3
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		3	1	2
	PC7. Report any service malfunctions that cannot be rectified		2	0	2
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		2	0	2
	PC9. Safely handle and move waste and debris		3	1	2
	PC10. Minimize health and safety risks to self and others due to own actions		2	0	2
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		2	0	2
	PC12. Monitor the workplace and work processes for potential risks and threats		2	0	2
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	1	2
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		2	0	2
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		3	0	3
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		3	0	3
	PC17. Take action based on instructions in the event of fire, emergencies or		2	0	2

	accidents				
	PC18. Follow organization procedures for shutdown and evacuation when required		2	0	2
		Total	45	5	40
5. LSS/N8701 (Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	15	3	0	3
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		4	1	3
	PC3. Apply and follow these policies and procedures within the work practices		2	0	2
	PC4. Provide support to the supervisor and team members in enforcing these considerations		3	1	2
	PC5. Identify and report any possible deviation to these requirements		3	0	3
		Total	15	2	13