

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:

info@leatherssc.org



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Introduction

Qualification Pack - Saddle Maker

SECTOR:	LEATHER
SUB SECTOR:	Goods and Garments
OCCUPATION:	Saddle Making
REFERENCE ID:	LSS/Q7101
ALIGNED TO:	NCO-2004/ 7442.75

Saddle making is a specialized process. Saddle making process involves cutting and assembling various saddle components to produce a saddle.

Brief Job Description: Saddle maker is a highly skilled job. The Saddle maker needs to possess the knowledge of all the operations involved in saddle making and must be able to perform activities such as supervising, marking, assembling, etc.

Personal Attributes: The Saddle maker 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 as basic estimation and numerical skills.

Qualifications Pack Code	LSS/Q7101		
Job Role	Saddle Maker		
Credits(NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Sub-sector	Goods and Garments	Last reviewed on	31/03/15
Occupation	Saddle Making	Next review date	31/03/17
NSQC clearance on	18/06/2015		

Job Role	Saddle Maker
Role Description	Saddle maker is a highly skilled job. The Saddle maker need to posses the knowledge of all the operations involved in saddle making and must be able to perform activities such as supervising, marking, assembling, etc.
NSQF level	4
Minimum Educational Qualifications*	Class V
Maximum Educational Qualifications*	N/A
Training (Suggested but not mandatory)	Prior training in saddle making preferred
Minimum Job Entry Age	18 years
Experience	Prior experience as helper in saddle making for a minimum of 2-3 years
Applicable National Occupational Standards (NOS)	Compulsory <ol style="list-style-type: none"> LSS/N7101Carry out and ensure the saddle making operation LSS/N7102Contribute to achieving product quality in saddle making LSS/N8501Maintain work area, tools and machines LSS/N8601Maintain health safety and security at workplace LSS/8701 Comply with industry, regulatory and organizational requirements Optional: N.A.
Performance Criteria	As described in the relevant OS units

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.

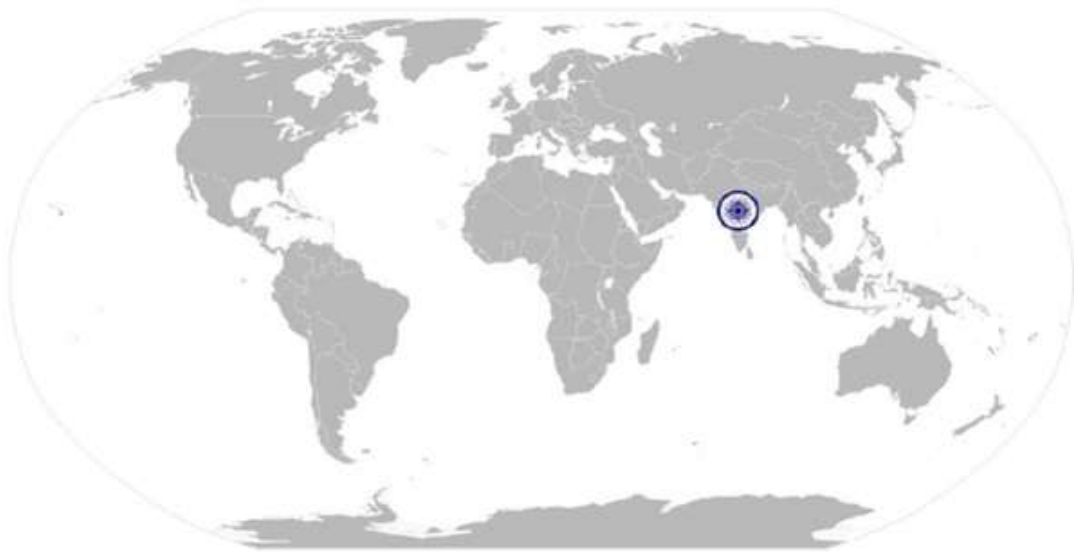
Acronyms

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/N7101

Carry out and ensure the saddle making operation

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out saddle making operations in preparing leather goods and garments.

LSS/N7101

Carry out and ensure the saddle making operation

National Occupational Standard

Unit Code	LSS/N7101
Unit Title (Task)	Carry out and ensure the saddle making operation
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out saddle making operations in preparing leather goods and garments.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Preparing for saddle making • Performing saddle making • Quality Check
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparatory Work	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Make sure the work area is free from hazards PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of your job role PC4. Ask questions to obtain more information on tasks when the instructions you have are unclear PC5. Select and sort the tools and materials for the work PC6. Make sure that tools are safe and clean to use on the material PC7. Agree and review your agreed upon work targets with your supervisor PC8. Seek feedback from supervisor on work related performance PC9. Report defects in the tools and equipment you do not have the authority to repair PC10. Ask questions to obtain more information on tasks when the instructions you have are unclear
Saddle Making Operation	<ul style="list-style-type: none"> PC11. Ensure the saddle tree is prepared appropriately for saddle making process as per the specification PC12. Ensure the seat cover is free from defects as per the set quality parameters PC13. Mark the seat cover and other saddle components for stitching as per the design specifications PC14. Ensure all the saddle components are free from defects as per the set quality parameters <ul style="list-style-type: none"> • Saddle Tree • Seat Cover • Saddle Flap • Stirrup Leather • Knee Pad • Skirt PC15. Fix the seat cover on to the prepared saddle tree as per standard procedure PC16. Minimize wastage

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Carry out and ensure the saddle making operation

	<p>PC17. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC18. Produce the required batch of components to match the job card and the company's production targets</p> <p>PC19. Work in conformance to legal requirements, organizational policies and procedures</p> <p>PC20. Assemble Stirrup Leather, Saddle Flap, Skirt and knee pad on to the saddle tree using cement, nails or staples following standard procedures</p>
Post operation quality checking, placing and sorting	<p>PC21. Dispose of waste materials safely and return re-useable materials</p> <p>PC22. Carry out closedown procedures on completion of work</p> <p>PC23. Ensure the quality of the prefinished saddle is as per the specified quality standards</p> <p>PC24. Ensure the prefinished saddle are properly stacked for the next operations</p> <p>PC25. Sort and place work to assist the next stage of production and minimize the risk of damage</p> <p>PC26. Carry out visual inspection to ensure the products are free from handling defects</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. Knowledge of local / instructional language</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 your supervisor</p> <p>KA6. Process for offering/ obtaining work related assistance</p> <p>KA7. Protocol and format for reporting work related risks/ problems</p> <p>KA8. Contact person in case of queries on procedure or products</p> <p>KA9. Common hazards in the work area and procedures for dealing with them</p> <p>KA10. Procedures for handling the tools and equipment</p> <p>KA11. Procedures with regard to material re-usage and disposal</p> <p>KA12. Quality standards and the reporting procedures</p> <p>KA13. 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. Process of the saddle making</p> <p>KB2. All the components of the saddle</p> <p>KB3. The organizations standard operating procedures</p> <p>KB4. The saddle components defects and handling defects</p> <p>KB5. Pre finished saddle quality parameters</p> <p>KB6. Method to identify the process and product problems</p> <p>KB7. Protocol of escalation hierarchy</p>

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Carry out and ensure the saddle making operation

Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Write in English/ local language as applicable SA2. Fill up appropriate technical forms, process charts, activity logs 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 speak in 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 and set the targets along with the supervisors and the co workers SB4. Organize tools and equipments to be used SB5. Ensure all the components are sequentially arranged
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB6. Evaluate and ensure the saddle is as per customers' standards SB7. Ensure delivery of product matches the customer specifications of time and quality
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB8. Identify possible defects with the products SB9. Review the defects and take appropriate actions to rectify SB10. Report to the authority if problems cannot be rectified
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB11. Diagnose common problems in the machine based on visual inspection SB12. Assess the completed saddles for defects
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB13. Assess and control the quality standards of the product as per customer standards

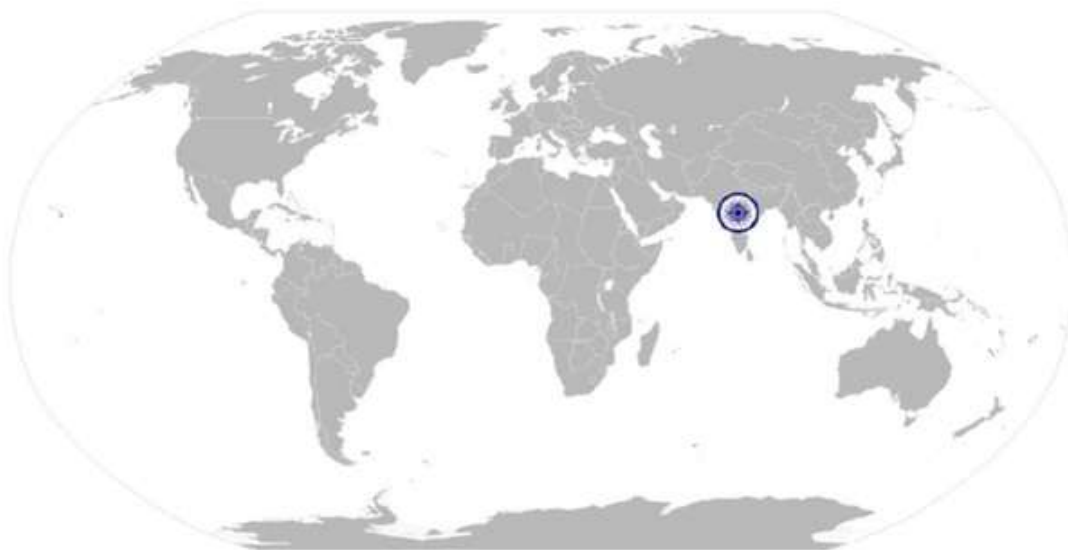
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Carry out and ensure the saddle making operation

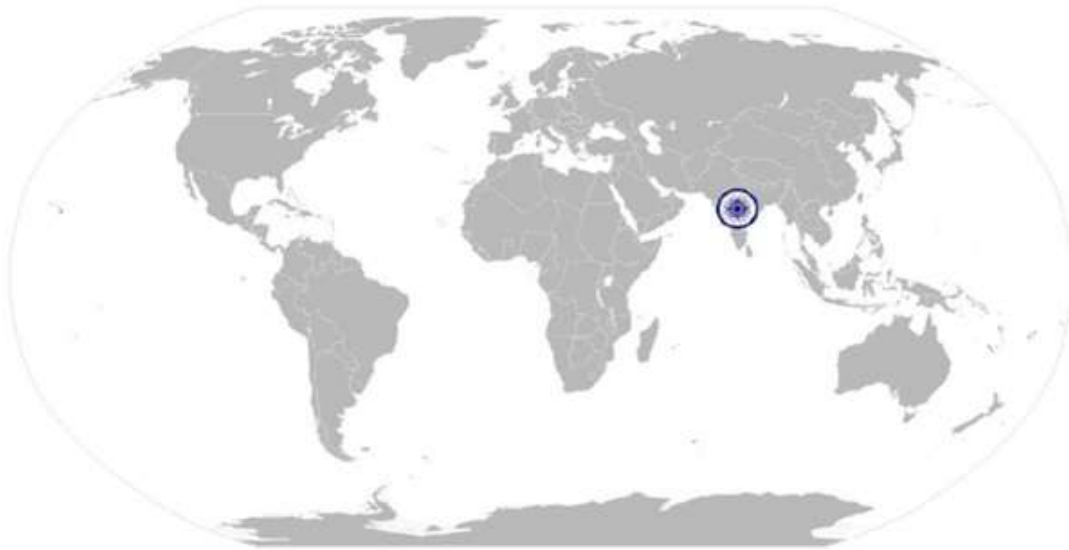
NOS Version Control

NOS Code	LSS/N7101		
Credits(NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Goods and Garments	Last reviewed on	31/03/15
Occupation	Saddle Making	Next review date	18/06/2015

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National Occupational Standard



Overview

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

LSS/N7102

Contribute to achieving product quality in saddle making

National Occupational Standard

Unit Code	LSS/N7102
Unit Title (Task)	Contribute to achieving product quality in saddle making
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking heel building activities to ensure products meet specifications.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Contribution to Product Quality through identifying the faults and rectifying them
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Contribution to Product Quality	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure the final quality of the prefinished saddle is as per the specified quality standards</p> <p>PC2. Manage the helpers work as per the organizational standards and requirements</p> <p>PC3. Ensure the prefinished saddles are free from production and handling damages</p> <p>PC4. Ensure materials and component parts meet specifications</p> <p>PC5. Report and replace faulty materials and component parts which do not meet specification</p> <p>PC6. Report faults outside personal responsibility to the appropriate person</p> <p>PC7. Identify faults in materials and products</p> <p>PC8. Identify causes of faults to maintain product quality</p> <p>PC9. Follow reporting procedures where the cause of faults cannot be identified</p> <p>PC10. Maintain the required productivity and quality levels</p> <p>PC11. Carry out quality checks at agreed intervals and in the approved way</p> <p>PC12. Identify process problems that effect product quality and report them promptly to appropriate people</p> <p>PC13. 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. Consequences of not rectifying problems</p> <p>KA2. Safe working practices and organizational procedures</p> <p>KA3. Limits of personal responsibility</p> <p>KA4. The lines of communication, authority and reporting procedures</p> <p>KA5. The organization's rules and guidelines (including timekeeping)</p> <p>KA6. The company's quality standards</p> <p>KA7. Equipment operating procedures / manufacturer's instructions</p>
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 skiving process and method to put them right</p> <p>KB2. Types of problems with quality and how to report them to appropriate</p>

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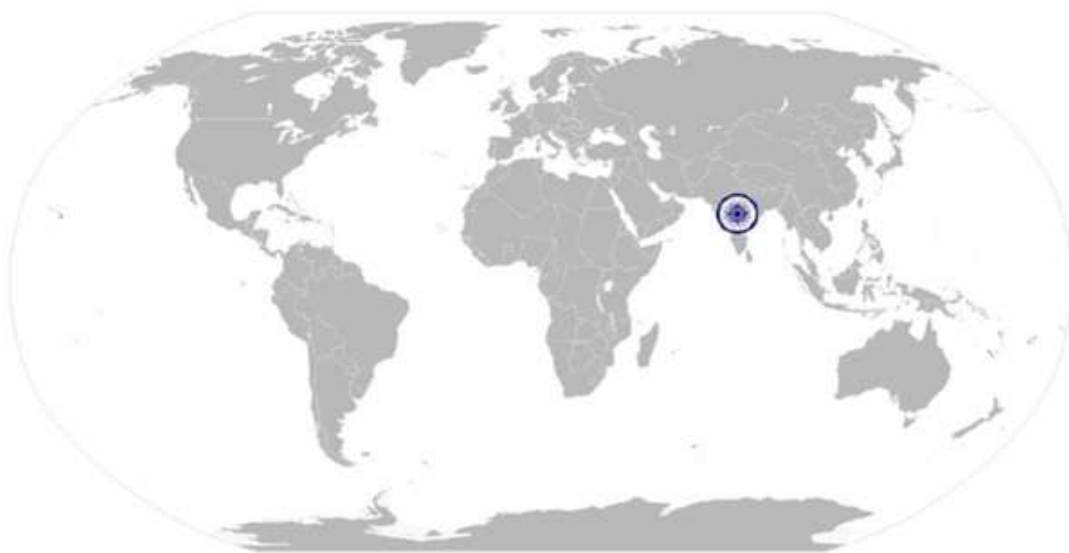
Contribute to achieving product quality in saddle making

	<p>people</p> <p>KB3. The different techniques and methods used to detect faults in saddle making process</p> <p>KB4. The inspection methods that can be used</p> <p>KB5. Importance of product checks</p> <p>KB6. The acceptable solutions for particular faults</p> <p>KB7. The consequences of not rectifying problems</p> <p>KB8. The types of adjustments suitable for specific types of faults</p> <p>KB9. Responsibilities at work during production</p> <p>KB10. Company's quality and production targets and the effect of not meeting these on self and/or the team</p> <p>KB11. Allowed tolerances</p> <p>KB12. Difference between correctable and non-correctable faults</p> <p>KB13. Manufacturer's instructions</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 in 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:
B. Professional Skills	SA3. Read and comprehend basic English/local language
	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:
B. Professional Skills	SB3. Plan and set the targets along with the supervisors and the co workers
	SB4. Organize tools and equipments to be used
	SB5. Ensure all the components are sequentially arranged
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB6. Make the saddle as per customer's specification
B. Professional Skills	SB7. Assemble different saddle components as per customer's requirements
	SB8. Produce required batch of saddles
	Problem Solving
	The user/ individual on the job needs to know and understand how to:

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Contribute to achieving product quality in saddle making

	SB9. Identify possible defects with the products SB10. Review the defects and take appropriate actions to rectify SB11. Report to the authority if problems cannot be rectified
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB12. Diagnose common problems in the machine based on visual inspection SB13. Assess the completed saddles for defects
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB14. Assess and control the quality standards of the product as per customer standards



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Contribute to achieving product quality in saddle making

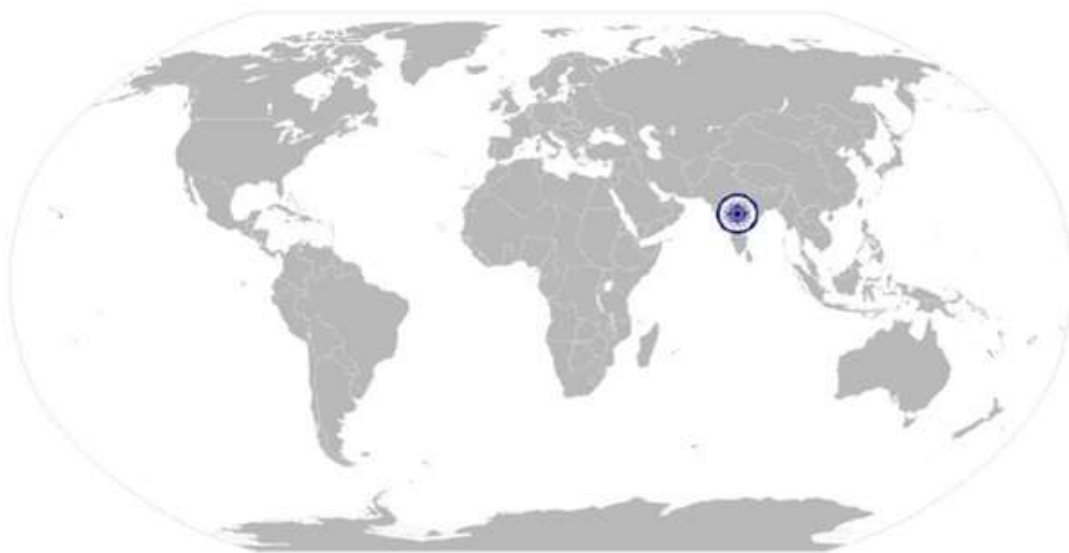
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NOS Code	LSS/N7102		
Credits(NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	30/04/14
Industry Sub-sector	Goods and Garments	Last reviewed on	31/03/15
Occupation	Saddle Making	Next review date	18/06/2015

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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 work area, tools and machines
National Occupational Standard

Unit Code	LSS/N8501
Unit Title (Task)	Maintain 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	This unit/task covers the following: <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, tools and machines	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Use correct lifting and handling procedures PC2. Use materials to minimize waste PC3. Prepare and organize work PC4. Maintain a clean and hazard free working area PC5. Deal with work interruptions PC6. Move around the workplace with care PC7. Maintain tools and equipment PC8. Carry out running maintenance within agreed schedules PC9. Carry out maintenance and/or cleaning outside responsibility PC10. Report unsafe equipment and other dangerous occurrences PC11. Ensure that the correct machine guards are in place PC12. Work in a comfortable position with the correct posture PC13. Use cleaning equipment and methods appropriate for the work to be carried out PC14. Dispose of waste safely in the designated location PC15. Store cleaning equipment safely after use PC16. Complete and store accurate records and documentation PC17. Maintain proper lighting, ventilation to make sure general comfort is there while working PC18. Give inputs and assist in completing documentation PC19. Report the need for maintenance and/or cleaning outside your area of responsibility PC20. Ensure safe and correct handling of materials, equipment and tools PC21. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration
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. Safe working practices and organizational procedures KA2. Limits of one's own responsibility KA3. Ways of resolving with problems within the work area KA4. The production process and the specific work activities that relate to the whole process KA5. The lines of communication, authority and reporting procedures KA6. The organization's rules, codes and guidelines (including timekeeping)

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Maintain work area, tools and machines

	<p>KA7. The companies quality standards</p> <p>KA8. The types of records kept, how are they completed and the importance of keeping them accurate</p> <p>KA9. The importance of complying with written instructions</p> <p>KA10. Equipment operating procedures / manufacturer's instructions</p> <p>KA11. Statutory responsibilities under Health, Safety and Environmental legislation and regulations</p> <p>KA12. The quality standards and processes followed by the organization relevant to your role</p> <p>KA13. 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>

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Maintain work area, tools and machines

	SA5. Give clear instructions to co-workers, subordinates others SA6. Use correct technical term while interacting with supervisor
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

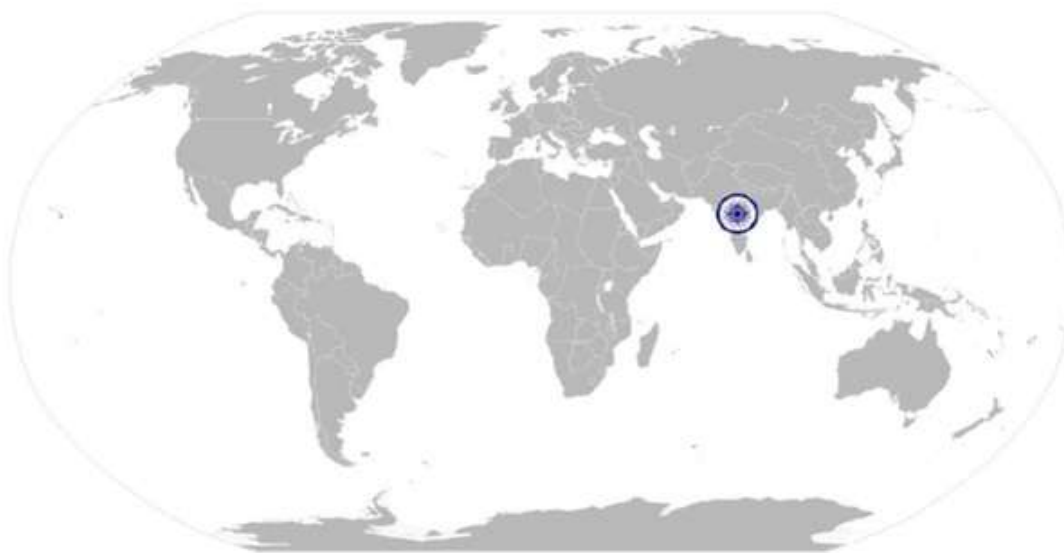
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Maintain work area, tools and machines

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

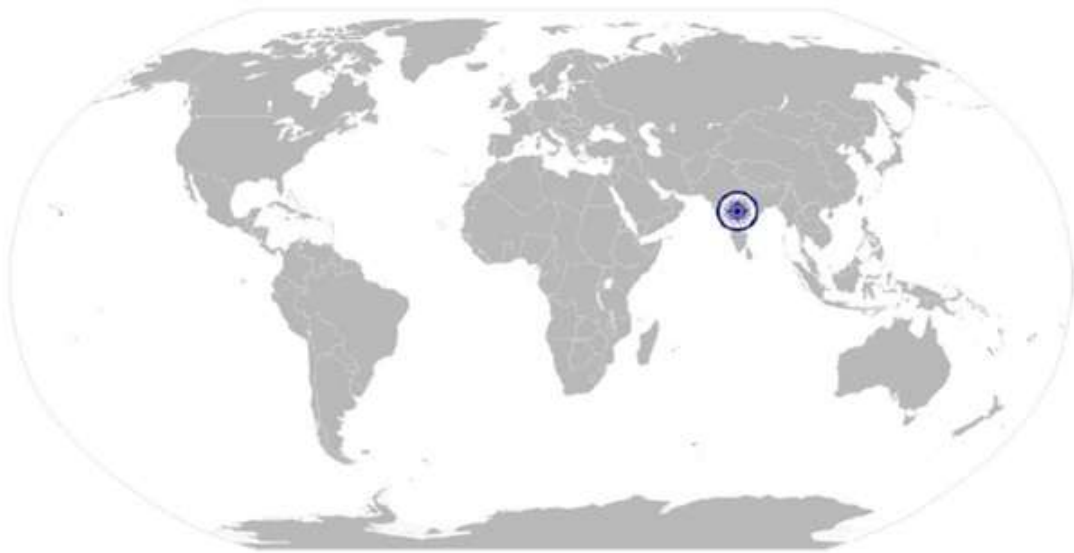
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LSS/N8601

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)	

LSS/N8601

Maintain health safety and security at workplace

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. Health and safety related practices applicable at the workplace</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p> <p>KA3. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to minimize these</p> <p>KA5. Environmental management system related procedures at the workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Document and report any health and safety related incidents/ accidents</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend manuals of operations</p> <p>SA3. Read all organizational and equipment related health and safety manuals and documents</p> <p>SA4. Read instructions, guidelines/procedures/rules related to the worksite and machine operations</p>
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>SA5. Give clear instructions to co-workers, subordinates and other personnel</p> <p>SA6. Use correct technical terms while interacting with supervisor</p>
	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>

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	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:
	SB3. Work with supervisors/ team mates to carry out work related tasks
	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

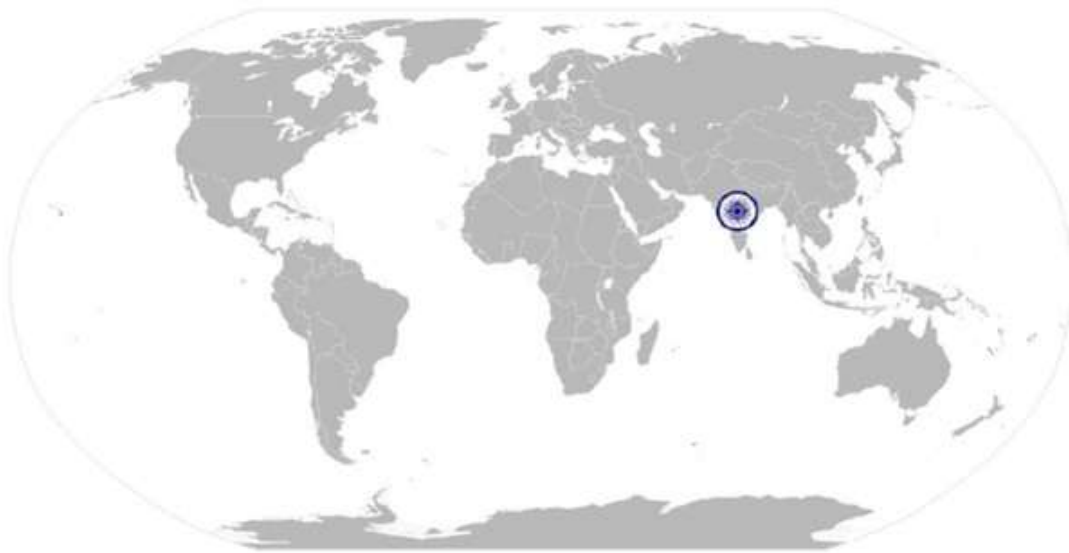
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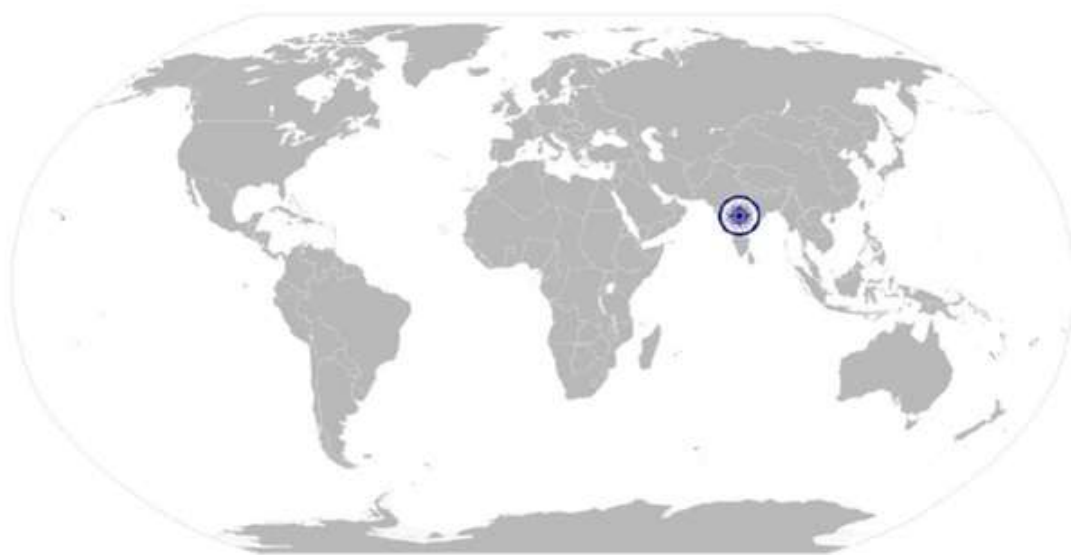
NOS Code	LSS/N8601		
Credits(NSQF)	TBD	Version number	1.0
Sector	LEATHER	Drafted on	30/04/14
Industry Sub-sector	Goods and Garments	Last reviewed on	31/03/15
Occupation	Saddle Making	Next review date	18/06/2015

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LSS/8701 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/8701 Comply with industry, regulatory and organizational requirements

National Occupational Standard

Unit Code	LSS/8701
Unit Title (Task)	Comply with industry, regulatory and organizational requirements
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with industry, regulatory and organizational requirements at the workplace.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Compliance with industry, regulatory and organizational requirements
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Compliance with industry, regulatory and organizational requirements	To be competent, the user/individual on the job must be able to: 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: 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: <ul style="list-style-type: none"> Legal, regulatory and ethical requirements Procedures to follow if someone does not meet the requirements KA4. 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: 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

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	and procedures
	SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
B. Professional Skills	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

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NOS Version Control

NOS Code	LSS/8701		
Credits(NSQF)	TBD	Version Number	1.0
Sector	Leather	Drafted on	30/04/14
Sub-Sector	Goods and Garments	Last reviewed on	31/03/15
Occupation	Saddle Making	Next reviewed date	18/06/2015

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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Saddle Maker

Qualification Pack LSS/Q7101

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 NOS's to pass the Qualification Pack

NOS	PC	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
LSS/N7101 Carry out and ensure the saddle making operation	PC1. Make sure the work area is free from hazards	50	1	0	1
	PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards		1	0	1
	PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of your job role		2	1	1
	PC4. Ask questions to obtain more information on tasks when the instructions you have are unclear		1	0	1
	PC5. Select and sort the tools and materials for the work		4	1	3
	PC6. Make sure that tools are safe and clean to use on the material		1	0	1
	PC7. Agree and review your agreed upon work targets with your supervisor		2	1	1
	PC8. Seek feedback from supervisor on work related performance		1	0	1

	PC9. Report defects in the tools and equipment you do not have the authority to repair		2	1	1
	PC10. Ask questions to obtain more information on tasks when the instructions you have are unclear		1	0	1
	PC11. Ensure the saddle tree is prepared appropriately for saddle making process as per the specification		3	1	2
	PC12. Ensure the seat cover is free from defects as per the set quality parameters		3	0	3
	PC13. Mark the seat cover and other saddle components for stitching as per the design specifications		3	0	3
	PC14. Ensure all the saddle components are free from defects as per the set quality parameters · Saddle Tree · Seat Cover · Saddle Flap · Stirrup Leather · Knee Pad · Skirt		4	1	3
	PC15. Fix the seat cover on to the prepared saddle tree as per standard procedure		3	0	3
	PC16. Minimize wastage		1	0	1
	PC17. Report risks/ problems likely to affect services to the relevant person promptly and accurately		2	0	2
	PC18. Produce the required batch of components to match the job card and the company's production targets		1	0	1
	PC19. Work in conformance to legal requirements, organizational policies and procedures		1	0	1
	PC20. Assemble Stirrup Leather, Saddle Flap, Skirt and knee pad on to the saddle tree using cement, nails or staples following standard procedures		4	1	3
	PC21. Dispose of waste materials safely and return re-useable materials		1	0	1
	PC22. Carry out closedown procedures on completion of work		1	0	1
	PC23. Ensure the quality of the prefinished saddle is as per the specified quality standards		1	0	1
	PC24. Ensure the prefinished saddle are properly stacked for the next operations		2	0	2
	PC25. Sort and place work to assist the next stage of production and minimize the risk of damage		1	0	1

	PC26. Carry out visual inspection to ensure the products are free from handling defects		3	0	3
		Total	50	7	43
LSS/N7102 Contribute to achieving product quality in saddle making	PC1. Ensure the final quality of the prefinished saddle is as per the specified quality standards	0	1	0	1
	PC2. Manage the helpers work as per the organizational standards and requirements		2	1	1
	PC3. Ensure the prefinished saddles are free from production and handling damages		1	0	1
	PC4. Ensure materials and component parts meet specifications		1	0	1
	PC5. Report and replace faulty materials and component parts which do not meet specification		2	0	2
	PC6. Report faults outside personal responsibility to the appropriate person		3	1	2
	PC7. Identify faults in materials and products		3	0	3
	PC8. Identify causes of faults to maintain product quality		4	1	3
	PC9. Follow reporting procedures where the cause of faults cannot be identified		1	0	1
	PC10. Maintain the required productivity and quality levels		2	1	1
	PC11. Carry out quality checks at agreed intervals and in the approved way		1	0	1
	PC12. Identify process problems that effect product quality and report them promptly to appropriate people		3	1	2
	PC13. Identify faults in finished products and trace their causes		1	0	1
		Total	25	5	20
LSS/N8501 Maintain work area, tools and machines	PC1. Use correct lifting and handling procedures	40	3	0	3
	PC2. Use materials to minimize waste		1	0	1
	PC3. Prepare and organize work		1	0	1
	PC4. Maintain a clean and hazard free working area		1	0	1
	PC5. Deal with work interruptions		2	0	2
	PC6. Move around the workplace with care		2	0	2
	PC7. Maintain tools and equipment		3	1	2
	PC8. Carry out running maintenance within agreed schedules		2	0	2
	PC9. Carry out maintenance and/or cleaning outside responsibility		1	0	1
	PC10. Report unsafe equipment and other		2	0	2

	dangerous occurrences				
	PC11. Ensure that the correct machine guards are in place		2	0	2
	PC12. Work in a comfortable position with the correct posture		3	0	3
	PC13. Use cleaning equipment and methods appropriate for the work to be carried out		4	1	3
	PC14. Dispose of waste safely in the designated location		2	0	2
	PC15. Store cleaning equipment safely after use		2	0	2
	PC16. Complete and store accurate records and documentation		2	1	1
	PC17. Maintain proper lighting, ventilation to make sure general comfort is there while working		2	1	1
	PC18. Give inputs and assist in completing documentation		1	0	1
	PC19. Report the need for maintenance and/or cleaning outside your area of responsibility		1	0	1
	PC20. Ensure safe and correct handling of materials, equipment and tools		2	1	1
	PC21. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	1
		Total	40	5	35
LSS/N8601 Maintain health safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	35	2	0	2
	PC2. Use and maintain personal protective equipment as per protocol		4	1	3
	PC3. Carry out own activities in line with approved guidelines and procedures		1	0	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		2	0	2
	PC5. Follow environment management system related procedures		3	1	2
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		2	0	2
	PC7. Report any service malfunctions that cannot be rectified		2	0	2
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		3	1	2
	PC9. Safely handle and move waste and debris		2	0	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	1	1
	PC12. Monitor the workplace and work processes for potential risks and threats		2	0	2
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		2	0	2
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		1	0	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		1	0	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		2	1	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		1	0	1
	PC18. Follow organization procedures for shutdown and evacuation when required		1	0	1
		Total	35	5	30
LSS/8701 Comply with industry, regulatory and organizational requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	10	2	1	1
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		1	0	1
	PC3. Apply and follow these policies and procedures within the work practices		3	1	2
	PC4. Provide support to the supervisor and team members in enforcing these considerations		2	1	1
	PC5. Identify and report any possible deviation to these requirements		2	0	2
		Total	10	3	7