

## 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 - Sample Maker( Goods and Garments)

<b>SECTOR:</b>	LEATHER
<b>SUB SECTOR:</b>	Goods and Garments
<b>OCCUPATION:</b>	Sample Making (Goods and Garments)
<b>REFERENCE ID:</b>	LSS/Q5201
<b>ALIGNED TO:</b>	NCO-2004/NIL

Sample making is a crucial role in the manufacturing of the goods and garments. The sample maker ensures that the product samples are made as per design specification.

**Brief Job Description:** Sample maker makes the product samples as per the design specification. He also ensures that the sample making process is carried out smoothly and effectively.

**Personal Attributes:** Sample maker must possess, technical acumen, good hand eye coordination, eye for detail, basic math and skills, good vision (including near vision, distance vision, colour vision, peripheral vision).

<b>Qualifications Pack Code</b>	<b>LSS/Q5201</b>		
<b>Job Role</b>	<b>Sample Maker( Goods and Garments)</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Leather</b>	<b>Drafted on</b>	<b>30/04/14</b>
<b>Sub-sector</b>	<b>Goods and Garments</b>	<b>Last reviewed on</b>	<b>31/03/15</b>
<b>Occupation</b>	<b>Sample Making (Goods and Garments)</b>	<b>Next review date</b>	<b>31/03/17</b>
<b>NSQC Clearance on</b>	<b>18/06/2015</b>		

<b>Job Role</b>	<b>Sample Maker( Goods and Garments)</b>
<b>Role Description</b>	Sample maker makes the product samples as per the design specification. He also ensures that the sample making process is carried out smoothly and effectively.
<b>NSQF level</b>	4
<b>Minimum Educational Qualifications*</b>	Class V
<b>Maximum Educational Qualifications*</b>	N/A
<b>Training</b> (Suggested but not mandatory)	Prior training in good/garments manufacturing preferred
<b>Minimum Job Entry Age</b>	18 years
<b>Experience</b>	Prior experience in good/garments manufacturing for a minimum of 2-3 years
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">LSS/Q5201Carry out and ensure the sample making operation in goods/ garment manufacturing</a></li> <li>2. <a href="#">LSS/N8501Maintain the work area, tools and machines</a></li> <li>3. <a href="#">LSS/N8601Maintain health, safety and security at workplace</a></li> <li>4. <a href="#">LSS/N8701Comply with industry, regulatory and organisational requirements</a></li> </ol> <p><b>Optional:</b> N.A.</p>
<b>Performance Criteria</b>	As described in the relevant OS units

Definition

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

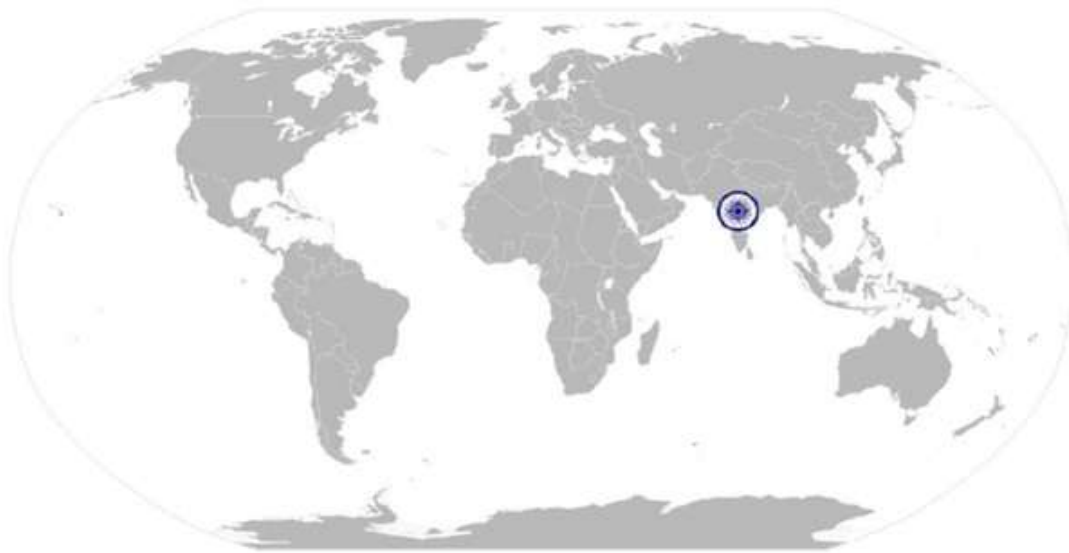
**Acronyms**

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

**LSS/Q5201 Carry out and ensure the sample making operation in goods/ garment manufacturing**

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# National Occupational Standard



## Overview

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

## National Occupational Standards

### LSS/Q5201 Carry out and ensure the sample making operation in goods/ garment manufacturing

National Occupational Standard

<b>Unit Code</b>	<b>LSS/Q5201</b>
<b>Unit Title (Task)</b>	<b>Carry out and ensure the sample making operation in goods/ garment manufacturing</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying sample making operations in preparing leather goods and garments.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Preparing for the sample making operation</li> <li>Performing sample making</li> <li>Securing approval</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Preparation for the sample making operation</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure the work area is free from hazards as per the safety norm of the organization</p> <p>PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards</p> <p>PC3. Obtain and check the data on the specification sheet and carry out functions in line with the responsibilities of job role</p> <p>PC4. Receive instructions and design specifications from the product developer</p> <p>PC5. Study the design and clarify doubts with product developer in case of any questions, as and when required</p> <p>PC6. Ensure all the required materials are available</p> <p>PC7. Plan the sample making operations</p>
<b>Sample making operation</b>	<p>PC8. Monitor each operation</p> <p>PC9. Provide technical advice to the sample making team</p> <p>PC10. Visually inspect each component</p> <p>PC11. Visually inspect the assembled components</p> <p>PC12. Troubleshoot the errors and provide solution to the sample making team, as required</p> <p>PC13. Inspect the final product to ensure all the design specifications are met</p> <p>PC14. Approve the sample</p>
<b>Approval</b>	<p>PC15. Get the final sample approved by the product developer</p> <p>PC16. Rework the sample if required post discussion with product developer</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Local/Instructional language</p> <p>KA2. Expectations and responsibilities of the job role</p> <p>KA3. The organization's rules, codes, guidelines and standards</p> <p>KA4. Organizational standard operating procedures</p> <p>KA5. Main types of goods and garments manufactured by the company</p> <p>KA6. Statutory responsibilities under health, safety and environmental</p>

## National Occupational Standards

### LSS/Q5201 Carry out and ensure the sample making operation in goods/ garment manufacturing

	<p>legislation and regulations</p> <p>KA7. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA8. Importance of team work and harmonious working relationships</p> <p>KA9. Contact person in case of queries on procedure or products</p> <p>KA10. Method to handle tools and equipment safely and the health and safety implications of not doing so</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Sample making process</p> <p>KB2. Goods / garments manufacturing process</p> <p>KB3. Leather defects and handling defects</p> <p>KB4. Identify the process and product problems</p> <p>KB5. Escalation hierarchy</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write in English/ local language as applicable</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company</p>
	<b>Reading Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. Read and speak in English/ local language as applicable</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p>
	<b>Oral Communication (Listening and Speaking Skills)</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Listen actively</p> <p>SA6. Communicate effectively with supervisors, managers, etc</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Apply appropriate inspection methods</p> <p>SB2. Make appropriate decision on assessing the sample</p>
	<b>Plan and Organize</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Plan and organize sample making operations with the team</p> <p>SB4. Check the availability of materials before starting the sample making operation</p> <p>SB5. Guide the sample making team on ways to improvise the sample</p>
	<b>Customer Centricity</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB6. Assess and review at periodic intervals with the product developer on quality standards</p>
	<b>Problem Solving</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB7. Troubleshoot the problems within one's responsibility</p>

## National Occupational Standards

### LSS/Q5201 Carry out and ensure the sample making operation in goods/ garment manufacturing

	SB8. Discuss with the product developer on ways to improvise the sample
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB9. Assess the sample and identify the defects if any
	SB10. Pre-empt complexity of the design in order to increase the production speed
	SB11. Analyze the product sample for defects/ errors
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB12. Anticipate process disruptions



## National Occupational Standards

**LSS/Q5201 Carry out and ensure the sample making operation in goods/ garment manufacturing**

### NOS Version Control

NOS Code	LSS/Q5201		
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	Sample Making (Goods and Garments)	Next review date	18/06/2015

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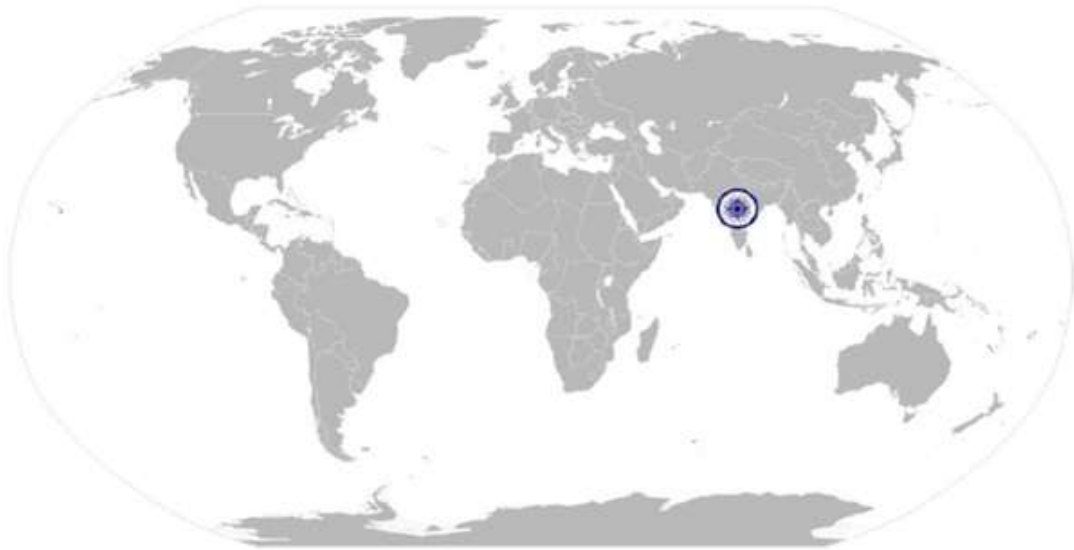


LSS/N8501

Maintain the work area, tools and machines

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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 the work area, tools and machines

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

## LSS/N8501

## Maintain the work area, tools and machines

	<p>KA7. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA8. The companies quality standards</p> <p>KA9. The types of records kept, how are they completed and the importance of keeping them accurate</p> <p>KA10. The importance of complying with written instructions</p> <p>KA11. Equipment operating procedures / manufacturer's instructions</p> <p>KA12. Statutory responsibilities under Health, Safety and Environmental legislation and regulations</p> <p>KA13. The quality standards and processes followed by the organization relevant to your role</p> <p>KA14. Documentation required for reporting</p>
<b>B. Technical Knowledge</b>	<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>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</p>
	<b>Reading Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend 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>
	<b>Oral Communication (Listening and Speaking Skills)</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA4. Speak and communicate effectively to peers and supervisors</p> <p>SA5. Give clear instructions to co-workers, subordinates others</p> <p>SA6. Use correct technical term while interacting with supervisor</p>

## LSS/N8501

## Maintain the work area, tools and machines

<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions 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
	<b>Plan and Organize</b>
	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
	<b>Customer Centricity</b>
	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
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB9. Solve operational role related issues
	<b>Analytical Thinking</b>
	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
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB11. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

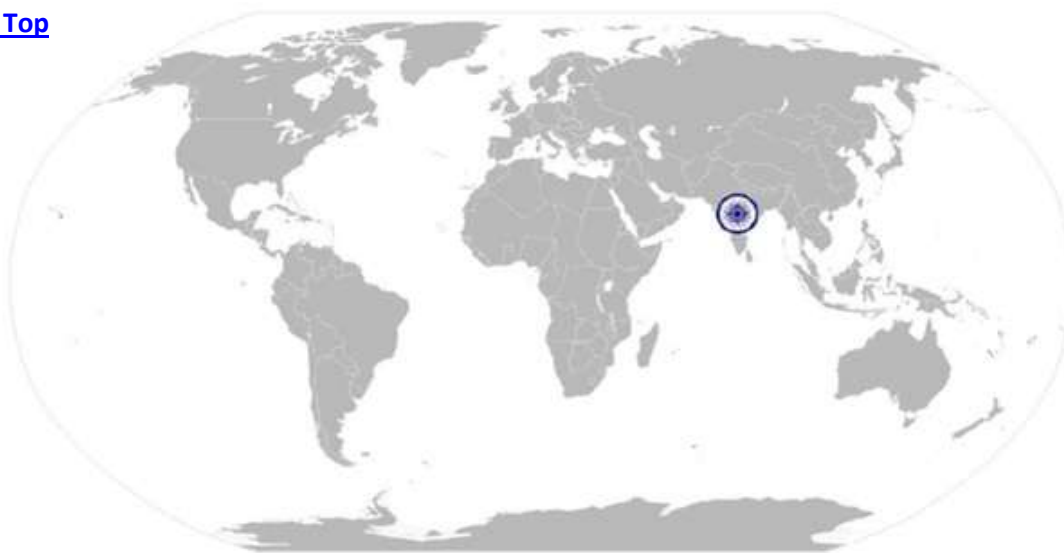
LSS/N8501

Maintain the work area, tools and machines

## NOS Version Control

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

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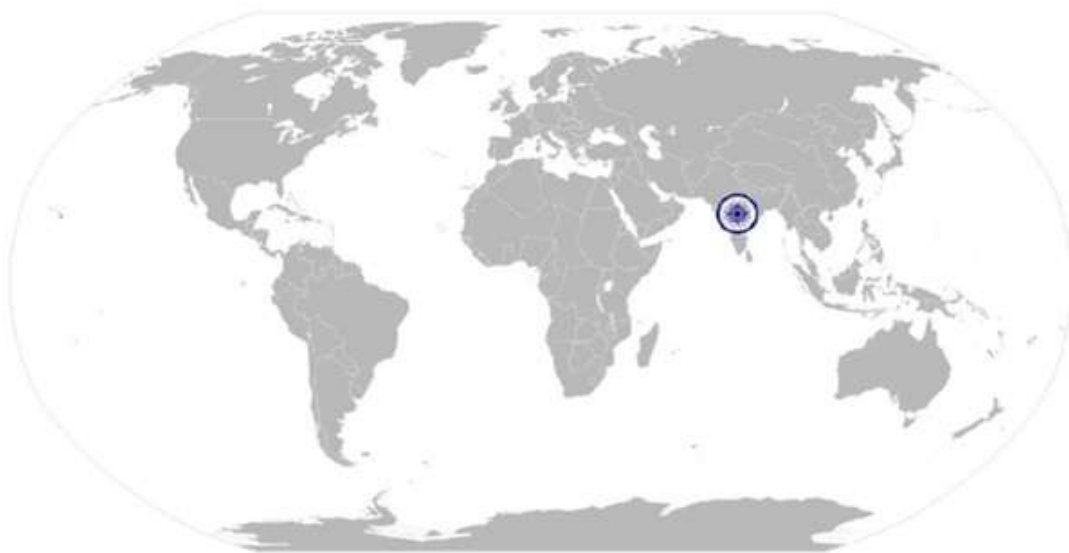


LSS/N8601

Maintain health, safety and security at workplace

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.

## LSS/N8601

## Maintain health, safety and security at workplace

National Occupational Standard

Unit Code	LSS/N8601
Unit Title (Task)	Maintain health, safety and security at workplace
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required 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"> <li>Compliance with health, safety and security requirements at work</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Compliance with health, safety and security requirements at work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Use and maintain personal protective equipment as per protocol</p> <p>PC3. Carry out own activities in line with approved guidelines and procedures</p> <p>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. Follow environment management system related procedures</p> <p>PC6. Identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. Report any service malfunctions that cannot be rectified</p> <p>PC8. Store materials and equipment in line with manufacturer's and organizational requirements</p> <p>PC9. Safely handle and move waste and debris</p> <p>PC10. Minimize health and safety risks to self and others due to own actions</p> <p>PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. Monitor the workplace and work processes for potential risks and threats</p> <p>PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC15. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. Follow organization procedures for shutdown and evacuation when required</p>
Knowledge and Understanding (K)	
<b>A. Organizational Context</b>	<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>

## LSS/N8601

## Maintain health, safety and security at workplace

(Knowledge of the company / organization and its processes)	<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>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	<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>
	<b>Reading Skills</b>
	<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>Oral Communication (Listening and Speaking Skills)</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Give clear instructions to co-workers, subordinates and other personnel</p> <p>SA6. Use correct technical terms while interacting with supervisor</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Make an appropriate timely decision in responding to emergencies/accidents in line with organizational</p> <p>SB2. Evaluate and use correct PPE and other safety gear while at the workplace</p>
	<b>Plan and Organize</b>
The user/ individual on the job needs to know and understand how to:	

## LSS/N8601

## Maintain health, safety and security at workplace

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

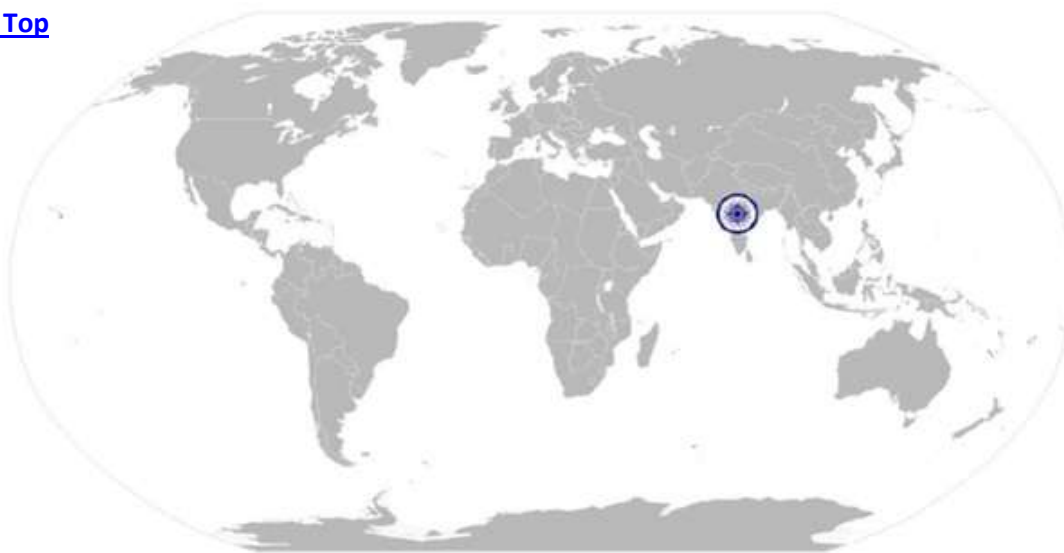
**LSS/N8601**

**Maintain health, safety and security at workplace**

## **NOS Version Control**

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Credits(NSQF)	TBD	Version number	1.0
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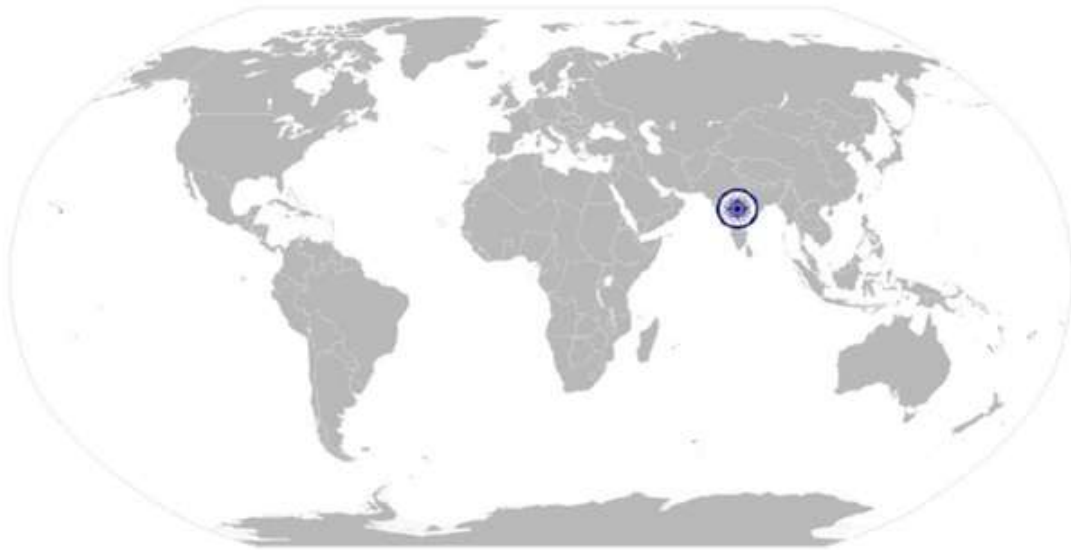
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**LSS/N8701 Comply with industry, regulatory and organisational requirements**

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# National Occupational Standard



## Overview

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

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

National Occupational Standard

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

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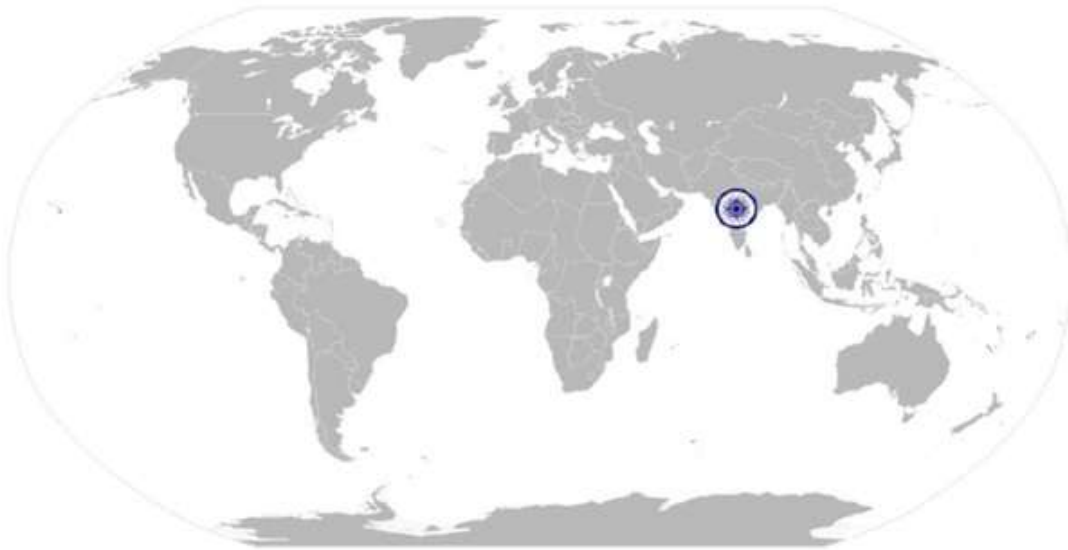
	SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to:
	SA6. Positively influence the team members into following procedures
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions related to responsibilities
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to:
	SB2. Plan and manage work routine based on company procedure
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to:
	SB3. Ensure and follow organizational procedures and policies
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB4. Evaluate and seek and obtain clarification from the superiors
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB5. Apply balanced judgement to different situations
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB6. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

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### NOS Version Control

NOS Code	LSS/N8701		
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	Sample Making (Goods and Garments)	Next review date	18/06/2015

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## **CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role** Sample Maker (Goods & Garments)

**Qualification Pack** LSS/Q5201

**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	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
LSS/Q5201 Carry out and ensure the sample making operation in goods/ garment manufacturing	PC1. Ensure the work area is free from hazards as per the safety norm of the organization	<b>30</b>	1	0	1
	PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards		2	1	1
	PC3. Obtain and check the data on the specification sheet and carry out functions in line with the responsibilities of job role		2	1	1
	PC4. Receive instructions and design specifications from the product developer		1	0	1
	PC5. Study the design and clarify doubts with product developer in case of any questions, as and when required		4	1	3
	PC6. Ensure all the required materials are available		1	0	1

	PC7. Plan the sample making operations		2	1	1
	PC8. Monitor each operation		2	1	1
	PC9. Provide technical advice to the sample making team		3	0	3
	PC10. Visually inspect each component		3	0	3
	PC11. Visually inspect the assembled components		3	1	2
	PC12. Troubleshoot the errors and provide solution to the sample making team, as required		1	0	1
	PC13. Inspect the final product to ensure all the design specifications are met		2	1	1
	PC14. Approve the sample		1	0	1
	PC15. Get the final sample approved by the product developer		1	0	1
	PC16. Rework the sample if required post discussion with product developer		1	0	1
		<b>Total</b>	<b>30</b>	<b>7</b>	<b>23</b>
LSS/N8501 Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	<b>40</b>	3	0	3
	PC2. Use correct lifting and handling procedures		4	1	3
	PC3. Use materials to minimize waste		1	0	1
	PC4. Prepare and organize work		2	1	1
	PC5. Maintain a clean and hazard free working area		1	0	1
	PC6. Deal with work interruptions		2	1	1
	PC7. Move around the workplace with care		1	0	1
	PC8. Maintain tools and equipment		1	0	1
	PC9. Carry out running maintenance within agreed schedules		1	0	1
	PC10. Carry out maintenance and/or cleaning outside responsibility		2	1	1
	PC11. Report unsafe equipment and other dangerous occurrences		2	0	2
	PC12. Ensure that the correct machine guards are in place		3	0	3
	PC13. Work in a comfortable position with the correct posture		3	0	3

	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		3	0	3
	PC15. Dispose of waste safely in the designated location		2	1	1
	PC16. Store cleaning equipment safely after use		1	0	1
	PC17. Complete and store accurate records and documentation		1	0	1
	PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working		1	0	1
	PC19. Give inputs and assist in completing documentation		1	0	1
	PC20. Report the need for maintenance and/or cleaning outside your area of responsibility		1	0	1
	PC21. Ensure safe and correct handling of materials, equipment and tools		3	1	2
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	1
		<b>Total</b>	<b>40</b>	<b>6</b>	<b>34</b>
LSS/N8601 Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	<b>25</b>	1	0	1
	PC2. Use and maintain personal protective equipment as per protocol		2	1	1
	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	1	1
	PC5. Follow environment management system related procedures		1	0	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		1	0	1
	PC7. Report any service malfunctions that cannot be rectified		1	0	1
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		1	0	1
	PC9. Safely handle and move waste and debris		1	0	1

	PC10. Minimize health and safety risks to self and others due to own actions		2	1	1
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		2	1	1
	PC12. Monitor the workplace and work processes for potential risks and threats		2	1	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		1	0	1
	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		2	1	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		1	0	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		2	1	1
	PC18. Follow organization procedures for shutdown and evacuation when required		1	0	1
		<b>Total</b>	<b>25</b>	<b>7</b>	<b>18</b>
LSS/N8701 Comply with industry, regulatory and organisational requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	<b>15</b>	4	1	3
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		2	1	1
	PC3. Apply and follow these policies and procedures within the work practices		2	1	1
	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		4	1	3
		<b>Total</b>	<b>15</b>	<b>5</b>	<b>10</b>