

# Model Curriculum

## Buffing Operator (Finished Leather)

**SECTOR: LEATHER**  
**SUB-SECTOR: FINISHED LEATHER**  
**OCCUPATION: BUFFING**  
**REF ID: LSS/Q0801, V1.0**  
**NSQF LEVEL: 4**



## Certificate

### COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

LEATHER SECTOR SKILL COUNCIL

for

### SKILLING CONTENT : PARTICIPANT HANDBOOK

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: 'Buffing Operator' QP No. 'LSS/Q\_0801 NSQF Level 4'

Date of Issuance: April 9<sup>th</sup>, 2016

Valid up to\*: April 20<sup>th</sup>, 2018

\*Valid up to the next review date of the Qualification Pack or the  
"Valid up to" date mentioned above (whichever is earlier)



Authorized Signatory  
(Leather Sector Skill Council)

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# Buffing Operator (Finished Leather)

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Buffing Operator (Finished Leather)”, in the “Leather” Sector/Industry and aims at building the following key competencies amongst the learner

<b>Program Name</b>	<b>Buffing Operator (Finished Leather)</b>		
<b>Qualification Pack Name &amp; Reference ID</b>	Buffing Operator LSS/Q0801, V1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	21-06-2016
<b>Pre-requisites to Training</b>	Class V		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• <b>Gain knowledge on overview of leather industry and generic skills:</b> General instructions to importance of leather industry, general hazards, basic health safety and hygiene precautions, generic skills to be followed in leather industry.</li> <li>• <b>Perform pre-operational activities:</b> Identification of tools and quality material, ensure the type of leather required for buffing, snuffing and dusting. Endure necessary preparation required for buffing, snuffing and dusting of leather and follow standard procedure for the operations.</li> <li>• <b>Learn and perform buffing/snuffing operation:</b> Carry out buffing and snuffing of leather.</li> <li>• <b>Learn and perform Dusting operation:</b> Carry out dusting of buffed leather.</li> <li>• <b>Handle work area, tools and machines appropriately:</b> Ensure correct handling of material, tools and machines, maintain clean and hazard free work area, proper usage of cleaning equipment, maintain correct usage of workplace tools and equipment.</li> <li>• <b>Contribute to achieve quality product in buffing, snuffing and dusting process:</b> Ensure buffing, snuffing and dusting of leather is done properly to go for next process, ensure proper usage of emery paper with minimal wastages, carry out regular quality checks and fault identification in buffed and dusted leather and maintain records and documents.</li> <li>• <b>Become well versed with environment, health, safety &amp; security at work:</b> Well versed with health and safety measures in terms of personal safety and equipment safety relevant to buffing occupation.</li> <li>• <b>Follow industrial regularity and organizational requirements:</b> Carry out work in accordance with organizational guidelines and procedures, identify and report any possible deviation.</li> </ul>		











## Annexure1: Assessment Criteria

<b>Assessment Criteria</b>	
<b>Job Role</b>	<b>Buffing Operator (Finished Leather)</b>
<b>Qualification Pack</b>	<b>LSS/Q0801, V1.0</b>
<b>Sector Skill Council</b>	<b>Leather</b>

<b>Sr. No.</b>	<b>Guidelines for Assessment</b>
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 centre (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these 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

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
<b>1. LSS/N0801: Carry out buffing and snuffing operations</b>	PC1. Make sure the work area is free from hazards	<b>100</b>	3	0	3
	PC2. Obtain and check the data on the work ticket or job card		7	5	2
	PC3. Calculate the number of components needed for production		5	0	5
	PC4. Select and sort the materials for the work		5	0	5
	PC5. Set up the equipment		5	0	5
	PC6. Make sure that tools are safe, sharp enough and clean to use on the material		5	0	5
	PC7. Ensure that the materials to be used are free from faults		8	5	3
	PC8. Work as per legal requirements, standards and regulations, policies, procedures and professional codes		7	5	2
	PC9. Ask questions to obtain more information on tasks when the instructions you have are unclear		2	0	2
	PC10. Agree and review agreed upon work targets with your supervisor		8	5	3
	PC11. Set up the emery paper in the buffing machine whenever required		5	0	5
	PC12. Feed hide/skin into the buffing machine without any folds		2	0	2
	PC13. Ensure no emery marks are left on the substance		7	5	2
	PC14. Repeat process as per requirement		5	0	5
	PC15. Leave work area safe and secure when work is complete		7	5	2
	PC16. Help the mechanic repairing faults in the machines		2	0	2
	PC17. Process component parts to the quality standard required		5	0	5
	PC18. Report any damaged work to the responsible person		2	0	2
	PC19. Follow company reporting procedures about defective tools and machines which affect work		2	0	2
	PC20. Comply with written instructions		2	0	2
	PC21. Complete forms, records and other documentation		2	0	2
	PC22. Sort and place work to assist the next stage of production and minimize the risk of damage		2	0	2
	PC23. Leave work area safe and secure when work is complete		2	0	2
<b>Total</b>			<b>100</b>	<b>30</b>	<b>70</b>
<b>2. LSS/N0802: Carry out dusting</b>	PC1. Confirm that the identity and quantity of the material received matches the work ticket		15	5	10

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
<b>operations</b>	PC2. Accurately follow the essential information contained on the work ticket	<b>100</b>	15	5	10
	PC3. Handle and transport material, including hides, skins, leather, in the most effective manner and in the correct sequence		10	0	10
	PC4. Ask questions to obtain more information on tasks when the instructions you have are unclear		10	0	10
	PC5. Update and develop knowledge of the products		15	5	10
	PC6. Agree and review your agreed upon work targets with your supervisor		10	5	5
	PC7. Follow the start-up sequences and operate the equipment controls correctly		10	5	5
	PC8. Complete the process to the specified standard required for the next operation		10	5	5
	PC9. Report risks/ problems likely to affect services to the relevant person promptly and accurately		5	0	5
	<b>Total</b>			<b>100</b>	<b>30</b>
<b>3. LSS/N0803: Contribute to achieving product quality in buffing operations</b>	PC1. Carry out quality checks at specified intervals according to instructions	<b>50</b>	7	5	2
	PC2. Report faults outside personal responsibility to the appropriate person		7	5	2
	PC3. Identify faults in materials and products		7	5	2
	PC4. Identify causes of faults to maintain product quality		8	5	3
	PC5. Identify faults and take appropriate action		7	5	2
	PC6. Follow reporting procedures where the cause of faults cannot be identified		7	5	2
	PC7. Identify and report potential solutions to rectify faults		7	5	2
<b>Total</b>		<b>50</b>	<b>35</b>	<b>15</b>	
<b>4. LSS/N8501: Maintain the work area, tools and machines</b>	PC1. Handle materials, machinery, equipment and tools safely and correctly	<b>50</b>	1	0	1
	PC2. Use correct lifting and handling procedures		2	0	2
	PC3. Use materials to minimize waste		2	0	2
	PC4. Prepare and organize work		7	5	2
	PC5. Maintain a clean and hazard free working area		2	0	2
	PC6. Deal with work interruptions		2	0	2
	PC7. Move around the workplace with care		2	0	2
	PC8. Maintain tools and equipment		2	0	2
	PC9. Carry out running maintenance within agreed schedules		2	0	2
	PC10. Carry out maintenance and/or cleaning outside responsibility		7	5	2

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC11. Report unsafe equipment and other dangerous occurrences		7	5	2
	PC12. Ensure that the correct machine guards are in place		2	0	2
	PC13. Work in a comfortable position with the correct posture		1	0	1
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		1	0	1
	PC15. Dispose of waste safely in the designated location		2	0	2
	PC16. Store cleaning equipment safely after use		1	0	1
	PC17. Complete and store accurate records and documentation		2	0	2
	PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working		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		1	0	1
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	1
	<b>Total</b>		<b>50</b>	<b>15</b>	<b>35</b>
<b>5. LSS/N8601: Maintain health, safety and security at workplace</b>	PC1. Comply with health and safety related instructions applicable to the workplace	<b>25</b>	6	5	1
	PC2. Use and maintain personal protective equipment as per protocol		1	0	1
	PC3. Carry out own activities in line with approved guidelines and procedures		0.5	0	0.5
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		1	0	1
	PC5. Follow environment management system related procedures		5.5	5	0.5
	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		0.5	0	0.5
	PC10. Minimize health and safety risks to self and others due to own actions		1	0	1
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	perceived risks				
	PC12. Monitor the workplace and work processes for potential risks and threats		0.5	0	0.5
	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		0.5	0	0.5
	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		1	0	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		0.5	0	0.5
	PC18. Follow organization procedures for shutdown and evacuation when required		1	0	1
	<b>Total</b>		<b>25</b>	<b>10</b>	<b>15</b>
<b>6. LSS/N8701: Comply with industry, regulatory and organizational requirements</b>	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	<b>25</b>	8	5	3
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		8	5	3
	PC3. Apply and follow these policies and procedures within the work practices		3	0	3
	PC4. Provide support to the supervisor and team members in enforcing these considerations		3	0	3
	PC5. Identify and report any possible deviation to these requirements		3	0	3
	<b>Total</b>		<b>25</b>	<b>10</b>	<b>15</b>
	<b>Grand Total</b>	<b>350</b>	<b>350</b>	<b>130</b>	<b>220</b>