



LEATHER
SECTOR
SKILL
COUNCIL



Qualification Pack



Stitching Operator - Goods and Garments

QP Code: LSS/Q5501

Version: 4.0

NSQF Level: 3

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LSS/Q5501: Stitching Operator - Goods and Garments

Brief Job Description

A Stitcher, also called a sewer is an important job-role associated with Leather Goods and Garment sector. The primary responsibility of a stitcher is to sew fabric, fur, leather or synthetic materials to produce garments and other articles.

Personal Attributes

Stitcher should have good hand-eye co-ordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [LSS/N5805: Preparation materials and machines for stitching operations](#)
2. [LSS/N5501: Stitch components to produce leather goods & garments](#)
3. [LSS/N5502: Contribute to achieving product quality in stitching operations](#)
4. [LSS/N8601: Maintain health, safety & security, a clean work area & equipment, use optimized resources at the workplace, and comply with industry & organizational Requirements](#)
5. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Leather
Sub-Sector	Goods & Garments
Occupation	Stitching (Goods & Garments)
Country	India
NSQF Level	3
Credits	11
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8153.0101

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Minimum Educational Qualification & Experience	<p>9th grade pass with NA of experience OR 8th grade pass with 1 year of (NTC/ NAC) after 8th with NA of experience OR 8th grade pass and pursuing continuous schooling in regular school with vocational subject with NA of experience OR 8th grade pass with 1 Year of experience in relevant field OR 5th grade pass with 4 Years of experience in relevant field OR Ability to read and write with 5 Years of experience in relevant field OR Previous relevant Qualification of NSQF Level (level 2) with 1 Year of experience in relevant field</p>
Minimum Level of Education for Training in School	Ability to read and write
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	17/11/2025
NSQC Approval Date	17/11/2022
Version	4.0
Reference code on NQR	2022/LT/LSSC/06848
NQR Version	4.0

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LSS/N5805: Preparation materials and machines for stitching operations

Description

This unit is about the preparation of raw materials and other tools and equipment required for stitching operations

Scope

The scope covers the following :

- Prepare the materials
- Prepare tools, equipment, and machines

Elements and Performance Criteria

Prepare the materials

To be competent, the user/individual on the job must be able to:

- PC1.** check the raw materials based on the specifications like color, thickness, area, etc.,
- PC2.** handle the raw materials carefully and avoid any damages to the raw materials
- PC3.** check the materials used are free from faults
- PC4.** follow the instructions on the work order or job card
- PC5.** arrange the material as per the specification
- PC6.** store the raw materials as per specification
- PC7.** report and document the fault materials
- PC8.** ensure the work area is free from hazards and wastes

Prepare the tools, equipment, and machines

To be competent, the user/individual on the job must be able to:

- PC9.** examine the machine for any safety-related issues and readiness for use
- PC10.** check the needle, thread, stitch length are as per the specification given
- PC11.** set the machine according to the type of operation like single needle, double-needle, overlock, folding stitch, etc.,
- PC12.** wear proper PPE's during stitching operation
- PC13.** check the workstation is free from wastes and hazards

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** properties of leather and non-leather materials
- KU2.** specifications given by the raw material manufacturers
- KU3.** the different parts in the stitching machines like needle, bobbin and bobbin case, needle plate, tension plate, thread winder, needle bar, pressure foot, etc.,

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- KU4.** the different types of stitching machines based on functions like flatbed, post bed, cylindrical, Strobel stitching, flatlock, or overlock stitching machines
- KU5.** the various functions of stitching machine
- KU6.** the difference between lock stitch and chain stitch
- KU7.** the different types of needles and threads
- KU8.** the basic maintenance of stitching machine
- KU9.** standards, policies followed in the workplace relevant to the employment condition
- KU10.** reporting structure to be followed for communication and coordination
- KU11.** protocols and format for reporting work-related risks and problems
- KU12.** the different PPE's in the stitching operation
- KU13.** common hazards in the work area and procedures for dealing with them
- KU14.** waste disposal procedures and guidelines

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read the manuals, health and safety instructions, memos, reports, job cards, etc.
- GS2.** communicate proficiently in the local language
- GS3.** listen to the issues and comments given by the co-workers, supervisors, and managers
- GS4.** communicate effectively with co-workers, supervisors, managers, etc.,
- GS5.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS6.** analyze the defects and the procedure for dealing with it
- GS7.** complete the tasks efficiently and accurately within the stipulated time
- GS8.** organize the material requirements sequentially
- GS9.** select the optimal process and appropriate tools & equipment to complete the work efficiently
- GS10.** use reasoning skills to make proper decisions and troubleshoot concerns related to own responsibilities

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare the materials</i>	11	25	-	-
PC1. check the raw materials based on the specifications like color, thickness, area, etc.,	2	3	-	-
PC2. handle the raw materials carefully and avoid any damages to the raw materials	2	3	-	-
PC3. check the materials used are free from faults	-	5	-	-
PC4. follow the instructions on the work order or job card	2	3	-	-
PC5. arrange the material as per the specification	2	3	-	-
PC6. store the raw materials as per specification	2	3	-	-
PC7. report and document the fault materials	-	5	-	-
PC8. ensure the work area is free from hazards and wastes	1	-	-	-
<i>Prepare the tools, equipment, and machines</i>	9	15	-	-
PC9. examine the machine for any safety-related issues and readiness for use	-	5	-	-
PC10. check the needle, thread, stitch length are as per the specification given	3	5	-	-
PC11. set the machine according to the type of operation like single needle, double-needle, overlock, folding stitch, etc.,	3	5	-	-
PC12. wear proper PPE's during stitching operation	2	-	-	-
PC13. check the workstation is free from wastes and hazards	1	-	-	-
NOS Total	20	40	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N5805
NOS Name	Preparation materials and machines for stitching operations
Sector	Leather
Sub-Sector	Bags and Luggage, Footwear, Goods & Garments
Occupation	Stitching (Goods & Garments), Stitching (Footwear)
NSQF Level	3
Credits	1.17
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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LSS/N5501: Stitch components to produce leather goods & garments

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to stitch components for leather goods using machines or by hand.

Scope

The scope covers the following :

- Stitch components to produce leather goods & garments

Elements and Performance Criteria

Stitch components to produce leather goods & garments

To be competent, the user/individual on the job must be able to:

- PC1.** make sure the work area is free from hazards
- PC2.** follow the instructions on the work ticket/ job card in line with the responsibilities of your job role
- PC3.** ask questions to obtain more information on tasks when the instructions you have are unclear
- PC4.** agree and review your agreed upon work targets with your supervisor and check for special instructions, if any
- PC5.** use the correct tools and equipment
- PC6.** check that equipment is safe and set up in readiness for use
- PC7.** select the correct component parts for the style being worked on
- PC8.** check that the materials to be used are free from faults
- PC9.** ensure the materials used meet the specification matching within product between a pair of products where applicable
- PC10.** report faults in the materials
- PC11.** carry out operations at a rate which maintains work flow and meets production targets
- PC12.** conform to company quality standards
- PC13.** report any damaged work to the responsible person
- PC14.** follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately
- PC15.** seek feedback from team mates on work related performance
- PC16.** ask for help and information from your colleagues, when necessary, in a polite manner
- PC17.** anticipate and respond to requests for assistance from colleagues willingly and politely
- PC18.** follow and utilize opportunities for learning
- PC19.** update and develop knowledge of the products
- PC20.** check with others when unsure of new product details

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- PC21.** sort and place work to assist the next stage of production and minimise the risk of damage
- PC22.** leave work area safe and secure when work is complete
- PC23.** complete forms, records and other documentation
- PC24.** work in conformance to legal requirements, organizational policies and procedures
- PC25.** make sure the work area is free from hazards
- PC26.** carry out work functions in line with the responsibilities of your job role
- PC27.** examine the specific item to identify what type of stitching is best suited
- PC28.** ask questions to obtain more information on tasks when the instructions you have are unclear and finalize the stitching option with the supervisor, in case of queries
- PC29.** estimate the expected length of time for the process
- PC30.** set up machine according to manufacturers instructions and production requirements
- PC31.** use the correct machine, tools and equipment: Post Bed Sewing M/c Computerized Sewing M/c Zig Zag M/c Embroidery M/c Thread cutter for Non- Leather components
- PC32.** machine controls for the materials being stitched
- PC33.** perform a test run to ensure machine is operating correctly
- PC34.** adjust machine controls where necessary
- PC35.** report defective machines, tools and/or equipment to the responsible person
- PC36.** operate machines safely and in accordance with guidelines
- PC37.** optimize the positioning and layout of materials to ensure a smooth and rapid throughput
- PC38.** check the equipment prior to making the stitching, including: correct controls correct attachments changing needles changing threads changing awls correct timing threading - threading sequence, thread tension, stitch quality bobbin- winding & changing
- PC39.** adjust the tension and stitch length
- PC40.** stitch the correct materials in the right sequence as required by the production specification
- PC41.** pass the stitched item to the next stage in the manufacturing process after validation
- PC42.** respond accordingly where stitched items do not meet production specification
- PC43.** minimise and dispose of waste materials in the approved manner
- PC44.** seek feedback from team mates on work related performance
- PC45.** ask for help and information from your colleagues, when necessary, in a polite manner
- PC46.** anticipate and respond to requests for assistance from colleagues willingly and politely
- PC47.** follow and utilize opportunities for learning
- PC48.** update and develop knowledge of the products
- PC49.** check with others when unsure of new product details
- PC50.** clean and make safe machines after use
- PC51.** carry out basic maintenance of own machines
- PC52.** report risks/ problems likely to affect services to the relevant person promptly and accurately
- PC53.** complete forms, records and other documentation
- PC54.** work in conformance to legal requirements, organizational policies and procedures

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** the organisations policies and procedures
- KU2.** responsibilities under health, safety and environmental legislation
- KU3.** guidelines for storage and disposal of waste materials
- KU4.** potential hazards associated with the machines and the safety precautions that must be taken
- KU5.** protocol to obtain more information on work related tasks
- KU6.** contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment
- KU7.** details of the various job roles and responsibilities
- KU8.** documentation and reporting formats
- KU9.** work target and review mechanism with your supervisor
- KU10.** protocol and format for reporting work related risks/ problems
- KU11.** method of obtaining/ giving feedback related to performance
- KU12.** importance of team work and harmonious working relationships
- KU13.** process for offering/ obtaining work related assistance
- KU14.** knowledge of leather goods and garments and types of leather goods requiring stitching by hand or machine stitching
- KU15.** range of techniques most suited to the different types of leather goods construction
- KU16.** sources of updates on leather goods and garments and other related areas
- KU17.** common factors affect stitching
- KU18.** broken needle procedure
- KU19.** k.thread thickness, shade and needle sizes
- KU20.** different seams and used in leather goods /garments- edge binding, reverse stitch, french seam top stitch
- KU21.** variations in stitch types - darts , tucks, pleats, piping, gathering, etc.
- KU22.** setting up and adjusting machine controls
- KU23.** the typical faults of stitching machines and methods to rectify them
- KU24.** the actions to take in the event of a machine ceasing to function correctly
- KU25.** common hazards in the work area and workplace procedures for dealing with them
- KU26.** the main pieces of equipment needed to stitch the item and their capabilities
- KU27.** the characteristics of the materials and how they differ
- KU28.** the problems encountered when stitching different constructions
- KU29.** usage, application and storage of adhesives
- KU30.** maintenance, adjustment and replacement of worn parts on the machines required for different types of attachment
- KU31.** the manufacturers instructions for setting up, adjusting and operating the equipment
- KU32.** the manufacturers specifications and instructions for maintenance of equipment
- KU33.** proper sequence of shutting down the machine
- KU34.** interpretation of body language (both positive and negative)

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KU35. method of sharing domain related information with team members

KU36. safety precautions to be taken when stitching

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in English/ local language as applicable
- GS2.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS3.** read English/ local language as applicable
- GS4.** read and understand manuals, health and safety instructions, memos, reports, job cards etc
- GS5.** listen actively
- GS6.** communicate effectively with supervisors, managers, etc
- GS7.** analyse the defects and the procedure for dealing with it
- GS8.** take appropriate actions in terms of any deviations from the process
- GS9.** plan and set the targets along with the supervisors and the co workers
- GS10.** organize tools and equipments to be used
- GS11.** plan for placing the different components in an organized manner on a daily basis
- GS12.** set targets to produce requisite batch of stitched components
- GS13.** ensure all customer needs are assessed and every effort is made to provide satisfactory service
- GS14.** evaluate and stitch components as per client specifications
- GS15.** clarify instructions given by the supervisors
- GS16.** identify possible defects with the products
- GS17.** review the defects and take appropriate actions to rectify them
- GS18.** report to the authority if problems cannot be rectified
- GS19.** diagnose common problems in the machine based on visual inspection
- GS20.** assess and control the quality standards of the product as per customer standards
- GS21.** analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Stitch components to produce leather goods & garments</i>	30	70	-	-
PC1. make sure the work area is free from hazards	-	2	-	-
PC2. follow the instructions on the work ticket/ job card in line with the responsibilities of your job role	-	1	-	-
PC3. ask questions to obtain more information on tasks when the instructions you have are unclear	-	2	-	-
PC4. agree and review your agreed upon work targets with your supervisor and check for special instructions, if any	-	2	-	-
PC5. use the correct tools and equipment	5	1	-	-
PC6. check that equipment is safe and set up in readiness for use	-	1	-	-
PC7. select the correct component parts for the style being worked on	-	1	-	-
PC8. check that the materials to be used are free from faults	-	1	-	-
PC9. ensure the materials used meet the specification matching within product between a pair of products where applicable	5	2	-	-
PC10. report faults in the materials	-	1	-	-
PC11. carry out operations at a rate which maintains work flow and meets production targets	-	1	-	-
PC12. conform to company quality standards	-	1	-	-
PC13. report any damaged work to the responsible person	-	1	-	-
PC14. follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately	-	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. seek feedback from team mates on work related performance	-	1	-	-
PC16. ask for help and information from your colleagues, when necessary, in a polite manner	-	1	-	-
PC17. anticipate and respond to requests for assistance from colleagues willingly and politely	-	2	-	-
PC18. follow and utilize opportunities for learning	-	1	-	-
PC19. update and develop knowledge of the products	-	1	-	-
PC20. check with others when unsure of new product details	-	1	-	-
PC21. sort and place work to assist the next stage of production and minimise the risk of damage	-	1	-	-
PC22. leave work area safe and secure when work is complete	-	2	-	-
PC23. complete forms, records and other documentation	-	1	-	-
PC24. work in conformance to legal requirements, organizational policies and procedures	-	1	-	-
PC25. make sure the work area is free from hazards	5	1	-	-
PC26. carry out work functions in line with the responsibilities of your job role	-	1	-	-
PC27. examine the specific item to identify what type of stitching is best suited	-	2	-	-
PC28. ask questions to obtain more information on tasks when the instructions you have are unclear and finalize the stitching option with the supervisor, in case of queries	-	2	-	-
PC29. estimate the expected length of time for the process	-	1	-	-
PC30. set up machine according to manufacturers instructions and production requirements	-	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC31. use the correct machine, tools and equipment: Post Bed Sewing M/c Computerized Sewing M/c Zig Zag M/c Embroidery M/c Thread cutter for Non- Leather components	-	1	-	-
PC32. machine controls for the materials being stitched	-	1	-	-
PC33. perform a test run to ensure machine is operating correctly	-	1	-	-
PC34. adjust machine controls where necessary	-	1	-	-
PC35. report defective machines, tools and/or equipment to the responsible person	5	1	-	-
PC36. operate machines safely and in accordance with guidelines	-	2	-	-
PC37. optimize the positioning and layout of materials to ensure a smooth and rapid throughput	-	1	-	-
PC38. check the equipment prior to making the stitching, including: correct controls correct attachments changing needles changing threads changing awls correct timing threading - threading sequence, thread tension, stitch quality bobbin- winding & changing	10	3	-	-
PC39. adjust the tension and stitch length	-	1	-	-
PC40. stitch the correct materials in the right sequence as required by the production specification	-	2	-	-
PC41. pass the stitched item to the next stage in the manufacturing process after validation	-	2	-	-
PC42. respond accordingly where stitched items do not meet production specification	-	1	-	-
PC43. minimise and dispose of waste materials in the approved manner	-	1	-	-
PC44. seek feedback from team mates on work related performance	-	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC45. ask for help and information from your colleagues, when necessary, in a polite manner	-	1	-	-
PC46. anticipate and respond to requests for assistance from colleagues willingly and politely	-	2	-	-
PC47. follow and utilize opportunities for learning	-	1	-	-
PC48. update and develop knowledge of the products	-	1	-	-
PC49. check with others when unsure of new product details	-	1	-	-
PC50. clean and make safe machines after use	-	1	-	-
PC51. carry out basic maintenance of own machines	-	2	-	-
PC52. report risks/ problems likely to affect services to the relevant person promptly and accurately	-	1	-	-
PC53. complete forms, records and other documentation	-	2	-	-
PC54. work in conformance to legal requirements, organizational policies and procedures	-	1	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N5501
NOS Name	Stitch components to produce leather goods & garments
Sector	Leather
Sub-Sector	Goods & Garments
Occupation	Stitching
NSQF Level	3
Credits	4.83
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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LSS/N5502: Contribute to achieving product quality in stitching operations

Description

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

Scope

The scope covers the following :

- Contribute to achieving product quality in stitching operations

Elements and Performance Criteria

To be competent, the user/individual on the job must be able to:

- PC1.** identify and use materials required based on the job card/ work ticket
- PC2.** take the necessary action when materials do not conform to company quality standards
- PC3.** report and replace identified faulty materials and component parts which do not meet specification
- PC4.** carry out work safely and at a rate which maintains work flow
- PC5.** report to the responsible person when the work flow of other production areas disrupts work
- PC6.** test, sort, track feed and examine work in progress
- PC7.** carry out quality checks at specified intervals according to instructions
- PC8.** apply the allowed tolerances
- PC9.** identify faults and take appropriate action for rectification
- PC10.** make adjustments promptly to return product to specification
- PC11.** fault-find materials and components for creased, stained, damage and incorrectly made-up component parts
- PC12.** report faults in other processes to the appropriate person
- PC13.** maintain the required productivity and quality levels
- PC14.** complete and maintain documentation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** safe working practices and organisational procedures
- KU2.** the organisation's procedures and guidelines
- KU3.** quality systems and processes practiced in the organization
- KU4.** equipment operating procedures / manufacturers instructions
- KU5.** types of problems with quality and how to report them to appropriate people

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- KU6.** methods to present any ideas for improvement to line manager
- KU7.** the importance of complying with written instructions
- KU8.** limits of personal responsibility
- KU9.** reporting procedure in case of faults in own/ other processes
- KU10.** importance of documentation
- KU11.** responsibilities under health, safety and environmental legislation and regulations
- KU12.** different types of faults that are likely to be found and how to put them right
- KU13.** different techniques and methods used to detect faults
- KU14.** appropriate inspection methods that can be used
- KU15.** acceptable solutions for particular faults
- KU16.** the consequences of not rectifying problems
- KU17.** the types of adjustments suitable for specific types of faults
- KU18.** own responsibilities at work during production
- KU19.** own quality and production targets and the effect of not meeting these on self and/or the team
- KU20.** appropriate lock stitches to prevent opening
- KU21.** manufacturers instructions

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in English/ local language as applicable
- GS2.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS3.** read English/ local language as applicable
- GS4.** read and understand manuals, health and safety instructions, memos, reports, job cards etc
- GS5.** listen actively
- GS6.** communicate effectively with supervisors, managers, etc.
- GS7.** analyse the defects and the procedure for dealing with it
- GS8.** take appropriate actions in terms of any deviations from the process
- GS9.** plan and set the targets along with the supervisors and the co workers
- GS10.** organize tools and equipments to be used
- GS11.** plan for placing the different components in an organized manner on a daily basis
- GS12.** set targets to produce requisite batch of stitched components
- GS13.** ensure all customer needs are assessed and every effort is made to provide satisfactory service
- GS14.** evaluate and stitch components as per client specifications
- GS15.** clarify instructions given by the supervisors
- GS16.** identify possible defects with the products
- GS17.** review the defects and take appropriate actions to rectify them

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- GS18.** report to the authority if problems cannot be rectified
- GS19.** diagnose common problems in the machine based on visual inspection
- GS20.** assess and control the quality standards of the product as per customer standards
- GS21.** analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	35	15	-	-
PC1. identify and use materials required based on the job card/ work ticket	-	1	-	-
PC2. take the necessary action when materials do not conform to company quality standards	5	1	-	-
PC3. report and replace identified faulty materials and component parts which do not meet specification	10	1	-	-
PC4. carry out work safely and at a rate which maintains work flow	-	1	-	-
PC5. report to the responsible person when the work flow of other production areas disrupts work	-	2	-	-
PC6. test, sort, track feed and examine work in progress	10	1	-	-
PC7. carry out quality checks at specified intervals according to instructions	-	1	-	-
PC8. apply the allowed tolerances	-	1	-	-
PC9. identify faults and take appropriate action for rectification	-	1	-	-
PC10. make adjustments promptly to return product to specification	-	1	-	-
PC11. fault-find materials and components for creased, stained, damage and incorrectly made-up component parts	-	1	-	-
PC12. report faults in other processes to the appropriate person	10	1	-	-
PC13. maintain the required productivity and quality levels	-	1	-	-
PC14. complete and maintain documentation	-	1	-	-
NOS Total	35	15	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N5502
NOS Name	Contribute to achieving product quality in stitching operations
Sector	Leather
Sub-Sector	Goods & Garments
Occupation	Stitching
NSQF Level	3
Credits	3
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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LSS/N8601: Maintain health, safety & security, a clean work area & equipment, use optimized resources at the workplace, and comply with industry & organizational Requirements

Description

This unit is about maintaining good hygiene, health, and workplace safety standards, maintaining work areas and activities to ensure tools and machines are maintained as per norms, understanding and complying with the requirements of the organization and respecting everyone at the workplace, adopting sustainable practices and optimizing the use of resources, especially material, energy, and waste, in day-to-day operations at the workplace.

Scope

The scope covers the following :

- Compliance with health, safety, and security requirements
- Maintain hygiene and sanitation
- Maintain the work area
- Perform maintenance operations
- Compliance with industry, regulatory and organizational requirements
- Respect diversity
- Material conservation practices
- Energy/electricity conservation practices
- Effective waste management/recycling practices

Elements and Performance Criteria

Compliance with health, safety and security requirements at the workplace

To be competent, the user/individual on the job must be able to:

- PC1.** comply with health and safety-related instructions applicable to the workplace
- PC2.** use the personal protective equipment as per protocol
- PC3.** maintain a healthy lifestyle and guard against dependency on intoxicants
- PC4.** follow environment management system related procedures
- PC5.** monitor the workplace and work processes for potential risks and threats
- PC6.** carry out periodic walk-through to keep the work area free from hazards and obstructions, if assigned
- PC7.** report hazards and potential risks/ threats to supervisors or other authorized personnel
- PC8.** participate in mock drills/ evacuation procedures organized at the workplace
- PC9.** undertake first aid training, fire-fighting drill, and emergency response training, etc.,
- PC10.** take action based on instructions in the event of fire, emergencies or accidents
- PC11.** safely handle and move waste and debris
- PC12.** follow organization procedures for shutdown and evacuation when require

Maintain hygiene and sanitation at the workplace

Qualification Pack

To be competent, the user/individual on the job must be able to:

PC13. maintain personal body hygiene and dental hygiene

PC14. follow social distancing at the workplace

PC15. ensure not to go to work if unwell, to avoid the risk of spreading an infection to other people

PC16. cover the mouth with an elbow/handkerchief or turn away from people while sneezing or coughing

PC17. ensure equipment, work area, restrooms, etc. are sanitized before and after sessions

PC18. ensure regular vaccinations to avoid any spreading of diseases

Maintain the work area

To be competent, the user/individual on the job must be able to:

PC19. handle materials, machinery, equipment and tools safely and correctly

PC20. use correct lifting and handling procedures

PC21. use materials to minimize waste

Perform maintenance operations

To be competent, the user/individual on the job must be able to:

PC22. Perform the cleaning of machine or tools at the end of each shift

PC23. carry out running maintenance within agreed schedules

PC24. report unsafe equipment and other dangerous occurrences

PC25. carry out works in a comfortable position with the correct posture

PC26. maintain proper lighting, and ventilation to make sure general comfort is there while working

Compliance with industry, regulatory and organizational requirements

To be competent, the user/individual on the job must be able to:

PC27. carry out work functions in accordance with legislation and regulations, organizational guidelines, and procedures

PC28. seek and obtain clarifications on policies and procedures from the authorized personnel

PC29. follow the policies and procedures within the work practices

PC30. identify and report any possible deviation to these requirements

Respect diversity

To be competent, the user/individual on the job must be able to:

PC31. transact with everyone without any personal bias like gender, disability, caste, religion, color, sexual orientation, and culture

PC32. identify the indicators of harassment and discrimination

PC33. report incidents of harassment and discrimination to appropriate authority

PC34. respect the personal and professional space of others

Material conservation practices

To be competent, the user/individual on the job must be able to:

PC35. identify ways to optimize the usage of material including water in various activities /processes

PC36. check for spills/leakages in various processes and plug the spills and leakages

PC37. use the optimized amount of chemicals that have petroleum products (adhesives, leather chemicals, chrome salt, cleaning agents, IPA, etc.)

Qualification Pack

PC38. use proper PPE when in contact with the above materials as per specifications

Energy/electricity conservation practices

To be competent, the user/individual on the job must be able to:

PC39. identify ways to optimize the usage of electricity/energy in various activities/processes

PC40. check if the equipment/machine is generally functioning before commencing work and rectify wherever required

PC41. ensure electrical equipment and appliances are properly connected and turned off when not in use

Effective waste management/recycling practices

To be competent, the user/individual on the job must be able to:

PC42. identify recyclable and non-recyclable, and hazardous waste generated

PC43. segregate waste into different categories

PC44. dispose of non-recyclable waste appropriately

PC45. deposit recyclable and reusable material at the identified location

PC46. follow processes specified for disposal of hazardous waste

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the health and safety-related practices applicable at the workplace

KU2. the potential hazards, risks, and threats based on the nature of operations

KU3. the common hazards in the work area and procedure for dealing with them

KU4. the organizational procedures for safe handling of equipment and machine operations

KU5. details of personal protective equipment and method to use it

KU6. the signage used for personnel protective equipment, fire and safety, and first aid

KU7. layout of the plant and details of emergency exits, escape routes, emergency equipment, and assembly points

KU8. details of personnel trained in first aid, fire-fighting, and emergency response

KU9. actions to take in the event of mock drills/ evacuation procedures or actual accident, emergency, or fire

KU10. the storage and disposal of hazardous substances and wastes

KU11. relevance of health and safety requirements applicable at the workplace

KU12. importance of sound health, hygiene, and good habits

KU13. the ill-effects of alcohol, tobacco, and other drugs

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read the manuals, health and safety instructions, memos, reports, job cards, etc.

GS2. communicate proficiently in the local language

GS3. listen the issues and comments given by the co-workers, supervisors, and managers

Qualification Pack

- GS4.** communicate effectively with co-workers, supervisors, managers, etc.,
- GS5.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS6.** analyze the defects and the procedure for dealing with it
- GS7.** complete the tasks efficiently and accurately within the stipulated time
- GS8.** organize the material requirements sequentially
- GS9.** select the optimal process and appropriate tools & equipment to complete the work efficiently
- GS10.** use reasoning skills to make proper decisions and troubleshoot concerns related to own responsibilities
- GS11.** use problem-solving skills to solve the problems that occurred during relevant operation

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Compliance with health, safety and security requirements at the workplace</i>	6	24	-	-
PC1. comply with health and safety-related instructions applicable to the workplace	1	2	-	-
PC2. use the personal protective equipment as per protocol	1	2	-	-
PC3. maintain a healthy lifestyle and guard against dependency on intoxicants	-	2	-	-
PC4. follow environment management system related procedures	-	2	-	-
PC5. monitor the workplace and work processes for potential risks and threats	1	2	-	-
PC6. carry out periodic walk-through to keep the work area free from hazards and obstructions, if assigned	-	2	-	-
PC7. report hazards and potential risks/ threats to supervisors or other authorized personnel	-	3	-	-
PC8. participate in mock drills/ evacuation procedures organized at the workplace	-	3	-	-
PC9. undertake first aid training, fire-fighting drill, and emergency response training, etc.,	1	3	-	-
PC10. take action based on instructions in the event of fire, emergencies or accidents	1	-	-	-
PC11. safely handle and move waste and debris	-	2	-	-
PC12. follow organization procedures for shutdown and evacuation when require	1	1	-	-
<i>Maintain hygiene and sanitation at the workplace</i>	4	16	-	-
PC13. maintain personal body hygiene and dental hygiene	1	2	-	-
PC14. follow social distancing at the workplace	-	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. ensure not to go to work if unwell, to avoid the risk of spreading an infection to other people	1	3	-	-
PC16. cover the mouth with an elbow/handkerchief or turn away from people while sneezing or coughing	1	3	-	-
PC17. ensure equipment, work area, restrooms, etc. are sanitized before and after sessions	-	3	-	-
PC18. ensure regular vaccinations to avoid any spreading of diseases	1	2	-	-
<i>Maintain the work area</i>	4	12	-	-
PC19. handle materials, machinery, equipment and tools safely and correctly	1	4	-	-
PC20. use correct lifting and handling procedures	2	4	-	-
PC21. use materials to minimize waste	1	4	-	-
<i>Perform maintenance operations</i>	6	18	-	-
PC22. Perform the cleaning of machine or tools at the end of each shift	1	2	-	-
PC23. carry out running maintenance within agreed schedules	1	4	-	-
PC24. report unsafe equipment and other dangerous occurrences	2	4	-	-
PC25. carry out works in a comfortable position with the correct posture	1	4	-	-
PC26. maintain proper lighting, and ventilation to make sure general comfort is there while working	1	4	-	-
<i>Compliance with industry, regulatory and organizational requirements</i>	5	10	-	-
PC27. carry out work functions in accordance with legislation and regulations, organizational guidelines, and procedures	1	2	-	-
PC28. seek and obtain clarifications on policies and procedures from the authorized personnel	2	4	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC29. follow the policies and procedures within the work practices	1	2	-	-
PC30. identify and report any possible deviation to these requirements	1	2	-	-
<i>Respect diversity</i>	5	10	-	-
PC31. transact with everyone without any personal bias like gender, disability, caste, religion, color, sexual orientation, and culture	2	4	-	-
PC32. identify the indicators of harassment and discrimination	1	2	-	-
PC33. report incidents of harassment and discrimination to appropriate authority	1	2	-	-
PC34. respect the personal and professional space of others	1	2	-	-
<i>Material conservation practices</i>	2	8	-	-
PC35. identify ways to optimize the usage of material including water in various activities /processes	1	2	-	-
PC36. check for spills/leakages in various processes and plug the spills and leakages	-	2	-	-
PC37. use the optimized amount of chemicals that have petroleum products (adhesives, leather chemicals, chrome salt, cleaning agents, IPA, etc.)	1	2	-	-
PC38. use proper PPE when in contact with the above materials as per specifications	-	2	-	-
<i>Energy/electricity conservation practices</i>	2	8	-	-
PC39. identify ways to optimize the usage of electricity/energy in various activities/processes	1	2	-	-
PC40. check if the equipment/machine is generally functioning before commencing work and rectify wherever required	-	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC41. ensure electrical equipment and appliances are properly connected and turned off when not in use	1	2	-	-
<i>Effective waste management/recycling practices</i>	6	4	-	-
PC42. identify recyclable and non-recyclable, and hazardous waste generated	2	1	-	-
PC43. segregate waste into different categories	1	1	-	-
PC44. dispose of non-recyclable waste appropriately	1	-	-	-
PC45. deposit recyclable and reusable material at the identified location	1	1	-	-
PC46. follow processes specified for disposal of hazardous waste	1	1	-	-
NOS Total	40	110	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSS/N8601
NOS Name	Maintain health, safety & security, a clean work area & equipment, use optimized resources at the workplace, and comply with industry & organizational Requirements
Sector	Leather
Sub-Sector	Finished Leather, Footwear, Goods & Garments, Goods and Garments, Non-Leather Footwear, Footwear/Goods & Garments, Bags and Luggage
Occupation	All Occupations
NSQF Level	3
Credits	1
Version	2.0
Last Reviewed Date	28/04/2022
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

To be competent, the user/individual on the job must be able to:

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

To be competent, the user/individual on the job must be able to:

PC4. speak with others using some basic English phrases or sentences

Communication Skills

To be competent, the user/individual on the job must be able to:

PC5. follow good manners while communicating with others

PC6. work with others in a team

Qualification Pack

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

To be competent, the user/individual on the job must be able to:

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

To be competent, the user/individual on the job must be able to:

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

Qualification Pack

- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Qualification Pack

Minimum Aggregate Passing % at QP Level : 50

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSS/N5805.Preparation materials and machines for stitching operations	20	40	-	-	60	15
LSS/N5501.Stitch components to produce leather goods & garments	30	70	-	-	100	40
LSS/N5502.Contribute to achieving product quality in stitching operations	35	15	-	-	50	20
LSS/N8601.Maintain health, safety & security, a clean work area & equipment, use optimized resources at the workplace, and comply with industry & organizational Requirements	40	110	-	-	150	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	15
Total	145	265	0	0	410	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
PPE	Personnel Protective Equipements
PPE	Personal Protective Equipment

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business 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.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) 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 (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications 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 verify that this is the appropriate OS they are looking for.
Scope	Scope is a 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 quality of performance required.

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.