

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MOULDING OPERATOR [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

## Qualifications Pack – Moulding Operator

**SECTOR:**LEATHER SECTOR

**SUB-SECTOR:**FOOTWEAR

**OCCUPATION:**MOULDING

**REFERENCE ID:**LSS/N9101

**ALIGNED TO:** NCO-2004/8232.25

The Moulding Operation is a major process in non-leather segment of footwear manufacturing operations. This is the process during which the either upper and the PU sole is attached and the footwear is complete or the entire footwear is moulded and this process is carried out by a skilled operator.

**Brief Job Description:** Moulding operator is a skilled operator capable to operate PU pouring machines and Injection moulding machine used in lasting process and also skillful to perform basic supervisory tasks to monitor the performance of the workers.

**Personal Attributes:** Moulding Operator must possess, concentration, good eye-hand co-ordination, monitoring ability, vision (including near vision, distance vision, color vision, peripheral vision), depth perception, quick response time or reflex, physical fitness, target oriented as well basic estimation and numerical skills.

## Job Details

<b>Qualifications Pack Code</b>	<b>LSS/N9101</b>		
<b>Job Role</b>	<b>Moulding Operator</b>		
<b>Credits (NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version Number</b>	<b>1</b>
<b>Sector</b>	<b>Leather</b>	<b>Drafted on</b>	<b>4<sup>th</sup> December 2013</b>
<b>Sub-sector</b>	<b>Footwear</b>	<b>Last reviewed on</b>	
<b>Occupation</b>	<b>Moulding</b>	<b>Next review date</b>	<b>24<sup>th</sup> December 2014</b>
<b>Job Role</b>	<b>Moulding Operator</b>		
<b>Role Description</b>	The Moulding operator is a skilled operator capable to operate PU pouring machines and Injection moulding machine used in lasting process and also skillful to perform basic supervisory tasks to monitor the performance of the workers.		
<b>NVEQF / NVQF level</b>	4		
<b>Minimum Educational Qualifications</b>	Class V		
<b>Maximum Educational Qualifications</b>	N/A		
<b>Training</b>	On-the-Job-Training		
<b>Applicable National Occupational Standards</b>	Click on the hyperlink to read/download the required NOS 1. <a href="#">LSS/N9101 - Carry out moulding operations using machine</a> 2. <a href="#">LSS/N9102 - Contribute to achieving product quality in moulding operation</a> 3. <a href="#">LSS/N0204 - Maintain the work area, tools and machines</a> 4. <a href="#">LSS/N3104 – Maintain health, safety and security at workplace</a> 5. <a href="#">LSS/N0105 - Comply with industry, regulatory and Organizational requirements</a>		
<b>Performance Criteria</b>	As described in the relevant OS units		

Definitions

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 fulfill 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.

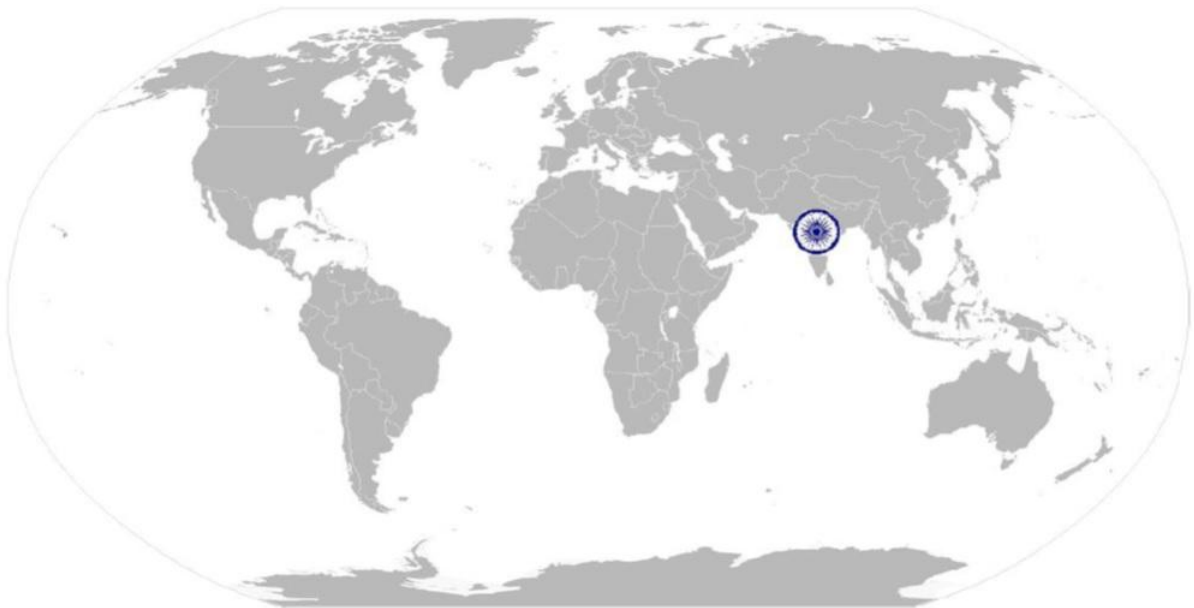
Acronyms

Keywords /Terms	Description
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework
PU	Polyurethane
EVA	Ethylene Vinyl Acetate
TBD	To Be Determined

LSS/N9101 - Carry out moulding operations using machine

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# National Occupational Standard



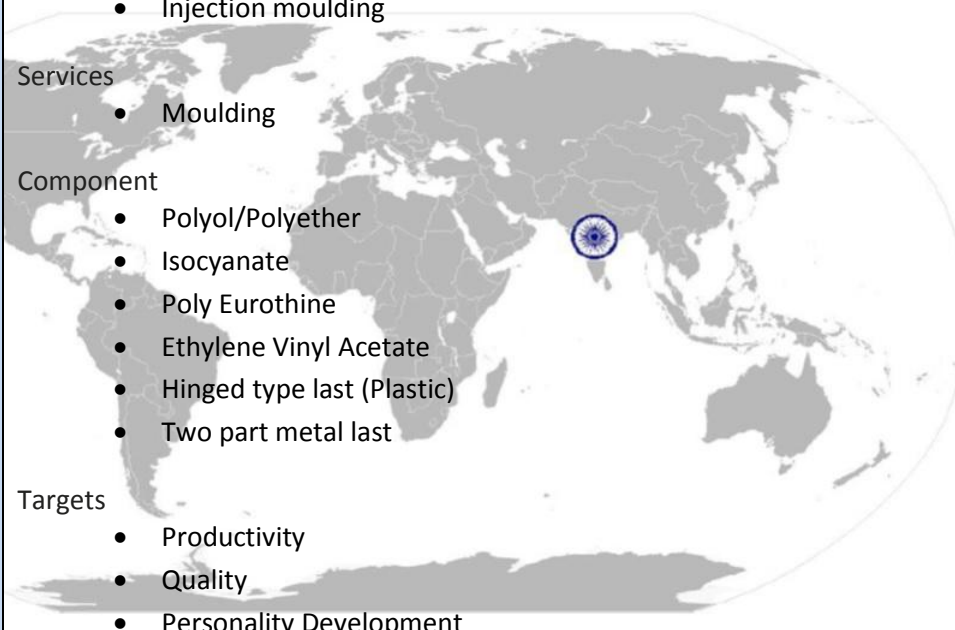
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## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for footwear moulding operations by using appropriate machines, tools, equipment and processes.

**LSS/N9101 - Carry out moulding operations using machine**

National Occupational Standard

<b>Unit Code</b>	<b>LSS/N9101</b>
<b>Unit Title (Task)</b>	<b>Carry out moulding operations using machine</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for footwear moulding operations by using appropriate machines, tools, equipment and processes.
<b>Scope</b>	<p>Material</p> <ul style="list-style-type: none"> <li>• Non-Leather upper</li> </ul> <p>Tools</p> <ul style="list-style-type: none"> <li>• Spray Gun</li> <li>• Trimmer</li> </ul> <p>Machineries</p> <ul style="list-style-type: none"> <li>• PU (Polyurethane) pouring machine</li> <li>• Injection moulding</li> </ul> <p>Services</p> <ul style="list-style-type: none"> <li>• Moulding</li> </ul> <p>Component</p> <ul style="list-style-type: none"> <li>• Polyol/Polyether</li> <li>• Isocyanate</li> <li>• Poly Eurothine</li> <li>• Ethylene Vinyl Acetate</li> <li>• Hinged type last (Plastic)</li> <li>• Two part metal last</li> </ul> <p>Targets</p> <ul style="list-style-type: none"> <li>• Productivity</li> <li>• Quality</li> <li>• Personality Development</li> </ul> 
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Preparatory Work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role</p> <p>PC3. Ask questions to obtain more information on tasks when the instructions are unclear</p> <p>PC4. Select and sort the tools and materials for the work</p> <p>PC5. Setup the equipment&amp;machineries for lasting as per the job requirement</p> <p>PC6. Make sure that tools are safe and clean to use on the material</p>

**LSS/N9101 - Carry out moulding operations using machine**

	<p>PC7. Agree and review agreed upon work targets with supervisor</p> <p>PC8. Update and develop knowledge of the products</p> <p>PC9. Minimise wastage</p> <p>PC10. Produce the required batch of components to match the job card and the company's production targets</p> <p>PC11. Dispose of waste materials safely and return re-useable materials</p> <p>PC12. Work in conformance to legal requirements, organizational policies and procedures</p> <p>PC13. Carry out visual inspection to ensure the products are free from handling defects</p>
<b>Moulding Operation</b>	<p>PC1. Ensure adequate chemicals are fed into the PU machine or Injection Moulding machine (EVA)</p> <p>PC2. Ensure the machine is at appropriate temperatures</p> <p>PC3. Perform the cup test to ensure the quality of PU</p> <p>PC4. Monitor the performance of the workers</p> <p>PC5. De-last the shoes from the hinged type last or two part metal last as required</p> <p>PC6. Conduct a visual inspection to ensure the quality of the footwear</p>
<b>Reporting &amp; Documentation</b>	<p>PC7. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC8. Report defects in the tools and equipment that one do not have the authority to repair</p>
<b>Sorting &amp; Placing</b>	<p>PC9. Sort and place work to assist the next stage of production and minimise the risk of damage</p> <p>PC10. Carry out closedown procedures on completion of work</p> <p>PC11. Leave work area safe and secure when work is complete</p>
<b>Knowledge and Understanding w.r.t the Scope</b>	
<b>Element</b>	<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. Details of the various job roles and responsibilities</p> <p>KA2. Responsibilities and line of reporting within the work area</p> <p>KA3. Protocol to obtain more information on work related tasks</p> <p>KA4. Organizational policies and procedures</p> <p>KA5. Work target and review mechanism with supervisor</p> <p>KA6. Protocol and format for reporting work related risks/ problems</p> <p>KA7. Contact person in case of queries on procedure or products</p> <p>KA8. Common hazards in the work area and procedures for dealing with them</p> <p>KA9. Procedures for handling the tools and equipment</p> <p>KA10. Procedures with regard to material re-usage and disposal</p> <p>KA11. Quality standards and the reporting procedures</p> <p>KA12. Documentation required as part of the process</p>
<b>B. Technical /</b>	The user/individual on the job needs to know and understand:

### LSS/N9101 - Carry out moulding operations using machine

<b>Domain Knowledge</b>	<p>KB1. Procedures to operate the PU moulding machines</p> <p>KB2. Procedures to operate the Injection Moulding Machine</p> <p>KB3. Procedures and concept of the operations followed in the moulding process</p> <p>KB4. The ways by which material can be contaminated or damaged during processing and the effects on quality</p> <p>KB5. Knowledge of the chemicals used in the PU moulding machine</p> <p>KB6. Knowledge of chemicals used in the Injection Moulding Machine</p> <p>KB7. Knowledge of the hinged type last and two part metal last</p> <p>KB8. Basic units of measurements knowledge</p> <p>KB9. Basic supervisory skills to monitor the workers</p>
<b>Skills</b>	
<b>A. Core Skills / Generic Skills</b>	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Read, write and communicate orally</p> <p>SA2. Plan and manage work routine based on company procedure</p>
<b>B. Professional Skills</b>	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Operate the PU pouring machine</p> <p>SB2. Operate Injection Moulding machine</p> <p>SB3. Conduct PU cup test</p> <p>SB4. De-last the shoes from hinged type last and two part metal last</p>

### NOS Version Control

<b>NOS Code</b>	LSS/N9101		
<b>Credits (NVEQF/NVQF/NSQF)</b>	TBD	<b>Version Number</b>	1
<b>Sector</b>	Non-Leather	<b>Drafted on</b>	4 <sup>th</sup> December 2013
<b>Sub-sector</b>	Footwear	<b>Last reviewed on</b>	
		<b>Next review date</b>	24 <sup>th</sup> December 2014

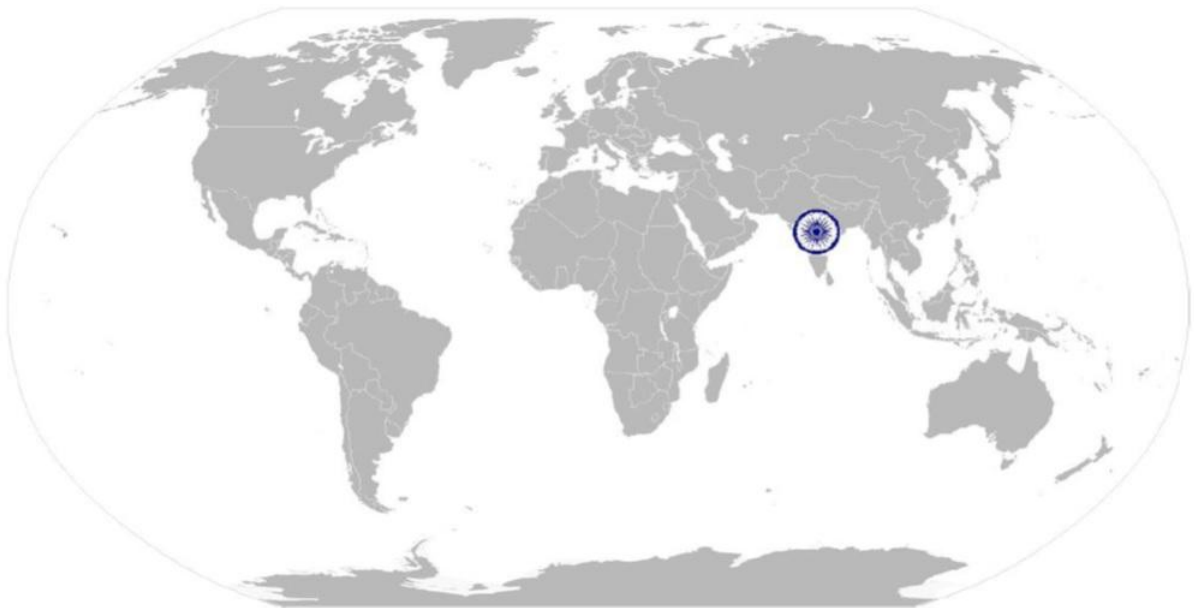
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LSS/N9102 - Contribute to achieving product quality in moulding operation

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# National Occupational Standard



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## Overview

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

**LSS/N9102 - Contribute to achieving product quality in moulding operation**

<b>Unit Code</b>	<b>LSS/N9102</b>
<b>Unit Title (Task)</b>	<b>Contribute to achieving product quality in moulding operation</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking moulding related activities to ensure products meet specifications.
<b>Scope</b>	<p>Product specifications</p> <ul style="list-style-type: none"> <li>• Job card</li> </ul> <p>Quality check</p> <ul style="list-style-type: none"> <li>• PU cup test</li> </ul> <p>Process knowledge</p> <ul style="list-style-type: none"> <li>• ISO</li> <li>• 5S process knowledge</li> </ul> <p>Corrective action</p> <ul style="list-style-type: none"> <li>• Reporting</li> <li>• Repairing</li> </ul> <p>Tolerances</p> <ul style="list-style-type: none"> <li>• Productivity</li> <li>• Wastage</li> </ul>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Inspection</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Set up and test lasting machines to ensure correct operation</p> <p>PC2. Operate the machine in accordance with machine and workplace standards</p> <p>PC3. Ensure the lasting operation is done accurately according to the specifications.</p> <p>PC4. Ensure the optimum condition of the PU pouring and injection moulding machines</p> <p>PC5. Check the performance of the machine for signs of faulty operations and take action in accordance with workplace procedures</p> <p>PC6. Ensure materials and component parts meet specifications</p> <p>PC7. Identify faults in materials and products</p> <p>PC8. Follow reporting procedures where the cause of faults cannot be identified</p> <p>PC9. Maintain the required productivity and quality levels</p> <p>PC10. Carry out quality checks at agreed intervals and in the approved way</p> <p>PC11. Identify process problems that effect product quality and report them promptly to appropriate people</p>

**LSS/N9102 - Contribute to achieving product quality in moulding operation**

<p><b>Reporting &amp; Documentation</b></p>	<p>PC1. Identify causes of faults and take action to rectify the same to maintain product quality</p> <p>PC2. Identify faults in finished products and trace their causes</p> <p>PC12. Follow reporting procedures where the cause of faults cannot be identified</p> <p>PC13. Report and replace faulty materials and component parts which do not meet specification</p> <p>PC14. Report faults outside personal responsibility to the appropriate person</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>A. Organizational Context</b> (Knowledge of the company / Organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Types of problems with quality and how to report them to appropriate people</p> <p>KA2. Consequences of not rectifying problems</p> <p>KA3. Safe working practices and Organizational procedures</p> <p>KA4. Limits of personal responsibility</p> <p>KA5. The lines of communication, authority and reporting procedures</p> <p>KA6. The Organization's rules and guidelines (including timekeeping)</p> <p>KA7. The companies quality standards</p> <p>KA8. Equipment operating procedures / manufacturer's instructions</p>
<p><b>B. Technical / Domain Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The different types of faults likely to be found in the PU moulding process and method to put them right</p> <p>KB2. The different techniques and methods used to detect faults in the PU moulding process</p> <p>KB3. The inspection methods that can be used</p> <p>KB4. Importance of product checks</p> <p>KB5. The acceptable solutions for particular faults</p> <p>KB6. The consequences of not rectifying problems</p> <p>KB7. The types of adjustments suitable for specific types of faults</p> <p>KB8. Responsibilities at work during production</p> <p>KB9. Company's quality and production targets and the effect of not meeting these on self and/or the team</p> <p>KB10. Allowed tolerances</p> <p>KB11. Difference between correctable and non-correctable faults</p> <p>KB12. Manufacturer's instructions</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills / Generic Skills</b></p>	<p>On the job the individual needs to be able to:</p> <p>SA1. Deal with problems within the work area, and within limits of personal responsibility</p> <p>SA2. Report problems outside area of responsibility to the appropriate person</p> <p>SA3. Read, write and communicate orally</p> <p>SA4. Plan and manage work routine based on company procedure</p>

**LSS/N9102 - Contribute to achieving product quality in moulding operation**

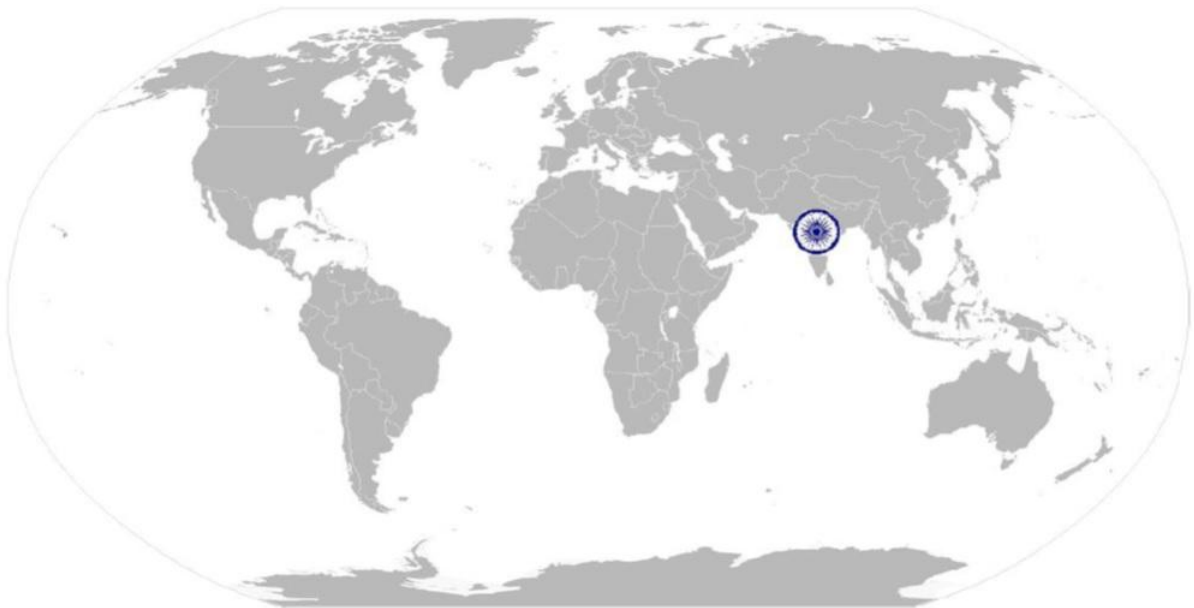
	SA5. Communicate effectively with colleagues
<b>B. Professional Skills</b>	<p>On the job the individual needs to be able to:</p> <p>SB1. Apply appropriate method of inspection            SB2. Identify equipment parts            SB3. Set up equipment and testing it            SB4. Identify faults, the causes and rectification            SB5. Identify equipment maintenance requirements and perform the maintenance procedure            SB6. Identify, rectify and/or report major equipment faults and causes            SB7. Check equipment and processes            SB8. Handle different materials</p>

**NOS Version Control**

<b>NOS Code</b>	LSS/N9102		
<b>Credits (NVEQF/NVQF/NSQF)</b>	TBD	<b>Version Number</b>	1
<b>Sector</b>	Non-Leather	<b>Drafted on</b>	4 <sup>th</sup> December 2013
<b>Sub-sector</b>	Footwear	<b>Last reviewed on</b>	
		<b>Next review date</b>	24 <sup>th</sup> December 2014

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# National Occupational Standard



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## Overview

This standard is for those who organize and maintain their work areas, tools and machines to make sure that agreed production targets and instructions are met.

LSS/N0204 - Maintain the work area, tools and machines

National Occupational Standard

<b>Unit Code</b>	<b>LSS/N0204</b>
<b>Unit Title (Task)</b>	<b>Maintain the work area, tools and machines</b>
<b>Description</b>	This standard is for those who organize and maintain their work areas and activities to make sure that agreed production targets and instructions are met.
<b>Scope</b>	<p>Environmental conditions</p> <ul style="list-style-type: none"> <li>• Lighting</li> <li>• Ventilation</li> <li>• General comfort</li> </ul> <p>Tools and machines maintenance</p> <ul style="list-style-type: none"> <li>• Mechanical condition</li> <li>• Lubrication technique</li> <li>• Basic cleaning technique</li> </ul>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Work area / tools/machinery maintenance at work</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. Maintain tools and equipment</p> <p>PC7. Carry out maintenance and/or cleaning outside responsibility</p> <p>PC8. Ensure that the correct machine guards are in place</p> <p>PC9. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC10. Store cleaning equipment safely after use</p> <p>PC11. Carry out cleaning according to schedules and limits of responsibility</p>
<b>Work area regulations</b>	<p>PC12. Deal with work interruptions</p> <p>PC13. Carry out running maintenance within agreed schedules</p> <p>PC14. Work in a comfortable position with the correct posture</p>
<b>Waste Disposal</b>	PC15. Dispose of waste safely in the designated location
<b>Reporting &amp; Documentation</b>	<p>PC16. Report unsafe equipment and other dangerous occurrences</p> <p>PC17. Complete and store accurate records and documentation</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> ( Knowledge of the company / organization and its	<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>

**LSS/N0204 - Maintain the work area, tools and machines**

processes)	<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 importance of effective communication with colleagues</p> <p>KA7. The lines of communication, authority and reporting procedures</p> <p>KA8. The Organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. The companies quality standards</p> <p>KA10. The types of records kept, how are they completed and the importance of keeping them accurate</p> <p>KA11. The importance of complying with written instructions</p> <p>KA12. Equipment operating procedures / manufacturer's instructions</p> <p>KA13. Statutory responsibilities under Health, Safety and Environmental legislation and regulations</p>
<b>B. Technical/ Domain 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 minimised production costs</p> <p>KB6. The importance of taking action when problems are identified</p> <p>KB7. Different ways of minimising 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</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>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<p>On the job the individual needs to be able to:</p> <p>SA1. Read, write and communicate orally</p> <p>SA2. Plan and manage work routine based on company procedure</p>
<b>B. Professional Skills</b>	<p>On the job the individual needs to be able to:</p> <p>SB1. Take appropriate decisions regarding to responsibilities</p> <p>SB2. Solve operational role related issues</p>

LSS/N0204 - Maintain the work area, tools and machines

### NOS Version Control

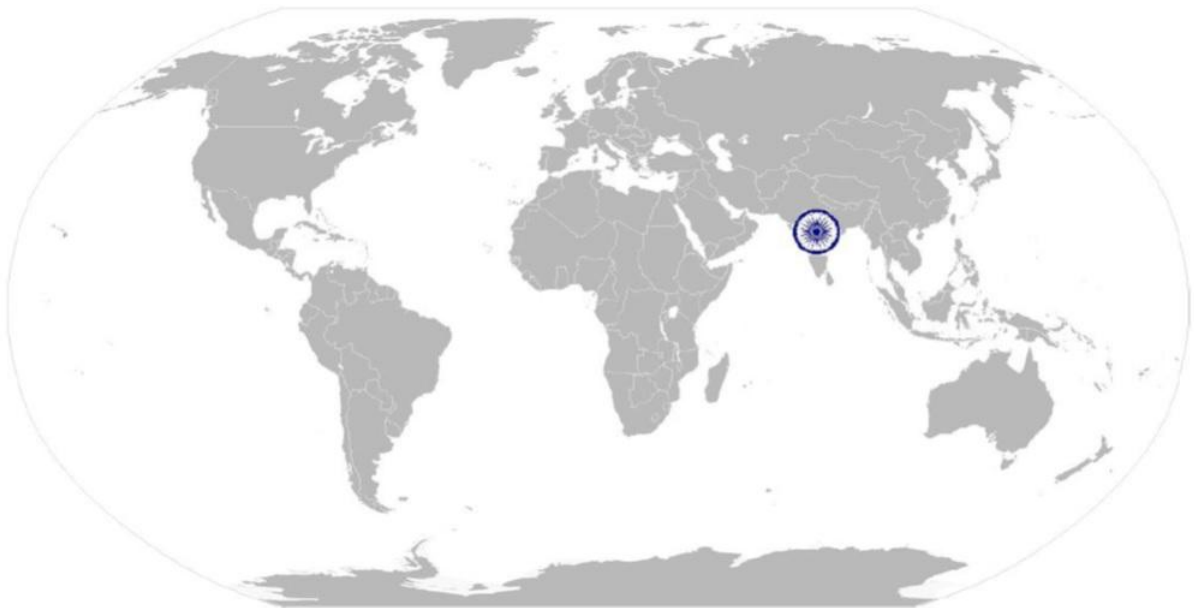
<b>NOS Code</b>	LSS/N0204		
<b>Credits (NVEQF/NVQF/NSQF)</b>	TBD	<b>Version Number</b>	1
<b>Sector</b>	Non-Leather	<b>Drafted on</b>	27 <sup>th</sup> November 2013
<b>Sub-sector</b>	Footwear	<b>Last reviewed on</b>	
		<b>Next review date</b>	24 <sup>th</sup> December 2014

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# National Occupational Standard




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## 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/N3104 – Maintain health, safety and security at workplace

National Occupational Standard

<b>Unit Code</b>	<b>LSS/N3104</b>
<b>Unit Title (Task)</b>	<b>Maintain health, safety and security at workplace</b>
<b>Description</b>	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.
<b>Scope</b>	<p>Hazards and Risks/ threats</p> <ul style="list-style-type: none"> <li>• Fire</li> <li>• Electric short circuit, electric shock and electrocution</li> <li>• Medical emergency</li> <li>• Inflammable &amp; toxic chemicals/ gases</li> <li>• Accidents</li> <li>• Ventilation and suffocation</li> <li>• Improper use of safety gear and non-adherence to safety norms</li> <li>• Hygiene and sanitation</li> <li>• Substance leaks (contamination, spillages or emissions)</li> <li>• Physical and Information Security related breaches</li> </ul> <p>Organizational Procedures</p> <ul style="list-style-type: none"> <li>• Production line</li> <li>• Personal protective equipment (PPE)</li> <li>• Non-authorized / restricted areas</li> <li>• Protective safety requirements</li> <li>• Hazards and risks from machinery</li> <li>• Process related hazards and risks</li> <li>• Walkways and vehicle movement pathways</li> <li>• Storage and packaging areas</li> </ul> <p>Training Medical Emergencies Evacuation process</p> 
	<b>Performance Criteria (PC) w.r.t the Scope</b>
<b>Element</b>	<b>Performance Criteria</b>
<b>Health, safety and organizational compliance</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. Identify and correct (if possible) malfunctions in machinery and equipment</p>

**LSS/N3104 – Maintain health, safety and security at workplace**

	<p>PC6. Store materials and equipment in line with manufacturer's and organizational requirements</p> <p>PC7. Minimize health and safety risks to self and others due to own actions</p> <p>PC8. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC9. Monitor the workplace and work processes for potential risks and threats</p>
<b>Organizational Compliance</b>	<p>PC10. Follow environment management system related procedures</p> <p>PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC12. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC13. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC14. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC15. Follow Organization procedures for shutdown and evacuation when required</p>
<b>Reporting &amp; Documentation</b>	<p>PC16. Report any service malfunctions that cannot be rectified</p> <p>PC17. Report hazards and potential risks/ threats to supervisors or other authorized personnel</p>
<b>Waste Disposal</b>	<p>PC18. Safely handle and move waste and debris</p>
<b>Knowledge and Understanding (K)</b>	
<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> <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/ Domain</b>	<p>The user/individual on the job needs to know and understand:</p>

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<b>Knowledge</b>	<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>	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Respond to emergencies, accidents or fire at the workplace</p> <p>SA2. Evacuate the premises and help others in need while doing so</p> <p>SA3. The value of physical fitness, personal hygiene and good habits</p>
<b>B. Professional Skills</b>	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Raise alarm</p> <p>SB2. Safe and correct procedure of handling equipment and machinery</p> <p>SB3. Identify, report malfunctions in machinery and equipment and correct them if possible</p> <p>SB4. Identify and report service malfunctions and chemical leaks</p> <p>SB5. Keep work area free from potential hazards</p> <p>SB6. Report to supervisors and other authorized personnel for assistance</p>

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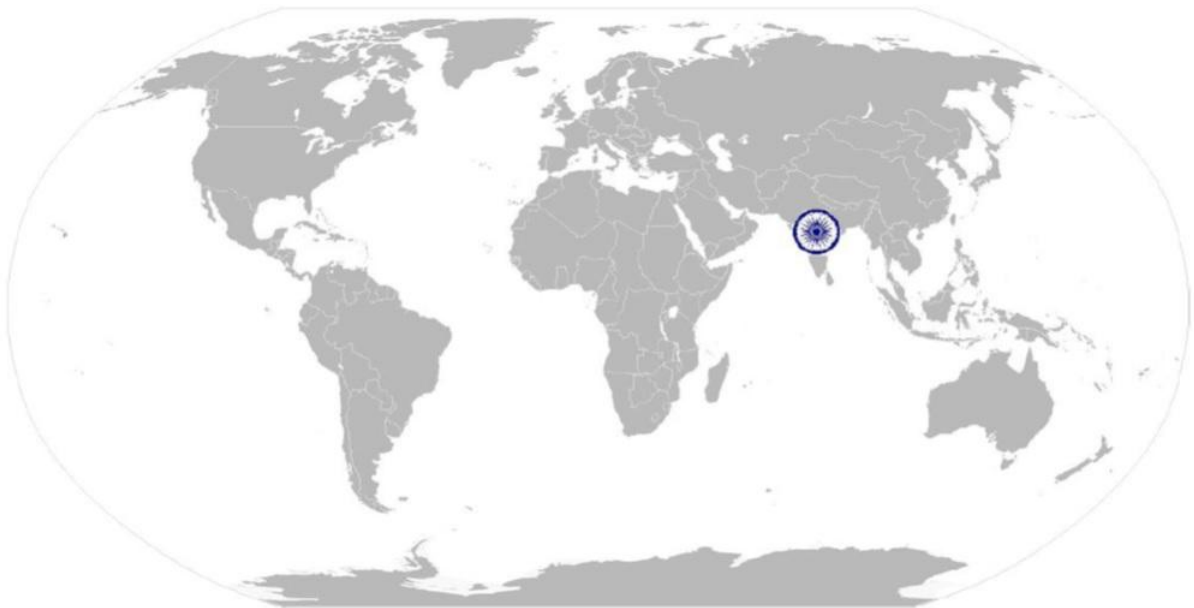
<b>NOS Code</b>	LSS/N3104		
<b>Credits (NVEQF/NVQF/NSQF)</b>	TBD	<b>Version Number</b>	1
<b>Sector</b>	Non-Leather	<b>Drafted on</b>	25 <sup>th</sup> July 2013
<b>Sub-sector</b>	Footwear	<b>Last reviewed on</b>	30 <sup>th</sup> July 2013
		<b>Next review date</b>	24 <sup>th</sup> December 2014

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LSS/N0105 - Comply with industry, regulatory and Organizational requirements

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# National Occupational Standard



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## Overview

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

**LSS/N0105 - Comply with industry, regulatory and Organizational requirements**

National Occupational Standard	<b>Unit Code</b>	<b>LSS/N0105</b>
	<b>Unit Title (Task)</b>	<b>Comply with industry, regulatory and organizational 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>Organizational Procedures</p> <ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Working Conditions</li> <li>• Working Hours</li> <li>• Betterment of community and surroundings</li> <li>• Ethical framework</li> </ul> <p>Customer procedure</p> <ul style="list-style-type: none"> <li>• Compliance with customer requirement</li> <li>• Ethical framework</li> </ul> <p>Compliance with all national laws and regulations</p> <ul style="list-style-type: none"> <li>• Minimum Age of Employment</li> <li>• Child labour</li> <li>• Forced Labour</li> <li>• Non-discrimination</li> <li>• Wages &amp; Benefits</li> </ul> <p>International laws applicable for export oriented companies</p> <ul style="list-style-type: none"> <li>• International legislation and regulations</li> <li>• other customer specific norms</li> </ul>
		<b>Performance Criteria (PC) w.r.t the Scope</b>
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Legal, regulatory and organizational compliance</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 supervisor or other authorized personnel</p> <p>PC3. Apply and follow these policies and procedures within work practices</p> <p>PC4. Provide support to 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>C. Organizational Context</b>	The user/individual on the job needs to know and understand:

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	<p>KA1. The importance of having an ethical and value-based approach to governance</p> <p>KA2. Benefits to company and oneself due to practice of these procedures</p> <p>KA3. Specific to the industry/sector, know and understand:</p> <ol style="list-style-type: none"> <li>Legal, regulatory and ethical requirements</li> <li>Procedures to follow if someone does not meet the requirements</li> </ol> <p>KA4. Customer specific requirements mandated as a part of work process</p>
<b>D. Technical/ Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Country / customer specific regulations for 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>C. Core Skills/ Generic Skills</b>	<p>On the job the individual needs to be able to:</p> <p>SA1. Plan and manage work routine based on company procedure</p> <p>SA2. Positively influence team members into following procedures</p> <p>SA3. Participate and influence organization's response towards these procedures</p>
<b>D. Professional Skills</b>	<p>On the job the individual needs to be able to:</p> <p>SB1. Take appropriate decisions related to responsibilities</p> <p>SB2. Practice a customer service oriented approach</p>

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<b>Credits (NVEQF/NVQF/NSQF)</b>	TBD	<b>Version Number</b>	1
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