

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR CUTTER - FOOTWEAR [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 – CUTTER (FOOTWEAR)

**SECTOR:** LEATHER SECTOR

**SUB-SECTOR:** FOOTWEAR

**OCCUPATION:** CUTTING

**REFERENCE ID:** LSS/Q3201

**Brief Job Description:** The individual, as a part of the job role, lays out, marks, and cuts leather or non-leather material into parts for articles using cutting dies. The critical component of the role is to position leather/non-leather for cutting to ensure good number and quality of cut pieces.

**Personal Attributes:** The individual should possess good hand-eye coordination and judgement in positioning and cutting. Also should have basic estimation and numerical skills along with ability to choose the correct leather/ non-leather parts for different components

## Job Details

<b>Qualifications Pack Code</b>	<b>LSS/Q3201</b>		
<b>Job Role</b>	<b>Cutter (Footwear)</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>25<sup>th</sup> July 2013</b>
<b>Sub-sector</b>	<b>Footwear</b>	<b>Last reviewed on</b>	<b>30<sup>th</sup> July 2013</b>
<b>Occupation</b>	<b>Cutting</b>	<b>Next review date</b>	<b>1<sup>st</sup> November 2013</b>
<b>Job Role</b>	<b>Cutter (Footwear)</b>		
<b>Role Description</b>	The individual, as a part of the job role, lays out, marks, and cuts leather or non-leather material into parts for articles using cutting dies. The critical component of the role is to position leather/non-leather for cutting to ensure good number and quality of cut pieces.		
<b>NVEQF / NVQF level</b>	4		
<b>Minimum Educational Qualifications</b>	Class V		
<b>Maximum Educational Qualifications</b>	NA		
<b>Training</b>	TBD		
<b>Applicable National Occupational Standards</b>	Click on the hyperlink to read/download the required NOS 1. <a href="#">LSS/N3201 - Prepare for footwear cutting operations</a> 2. <a href="#">LSS/N3202 - Carry out cutting operations</a> 3. <a href="#">LSS/N3203 - Maintain the work area, tools and machines</a> 4. <a href="#">LSS/N3204 - Contribute to achieving product quality in cutting processes</a> 5. <a href="#">LSS/N3205 – Maintain health, safety and security at workplace</a> 6. <a href="#">LSS/N3206 - Comply with industry, regulatory and organisational requirements</a>		
<b>Performance Criteria</b>	As described in the relevant OS units		

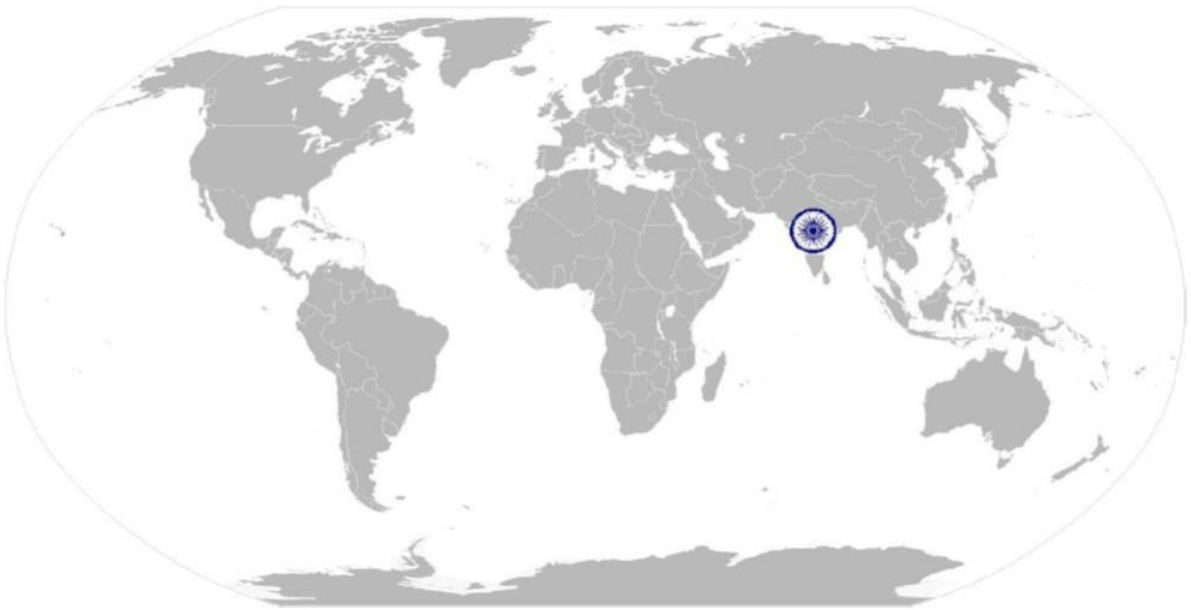
Definitions

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

# National Occupational Standard



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## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to check equipment and materials related to footwear cutting operations

**LSS/N3201 - Prepare for footwear cutting operations**

<b>Unit Code</b>	<b>LSS/N3101</b>
<b>Unit Title (Task)</b>	<b>Prepare for footwear cutting operations</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to check equipment and materials related to footwear cutting operations
<b>Scope</b>	<p>The individual will need to be aware of the product styles currently being produced by the organisation and what the finished product should look like. He/She will also need to know which tools, settings and equipment are required and how to handle materials without damaging them.</p> <p>The job role may involve:</p> <ol style="list-style-type: none"> <li><b>Material</b> <ol style="list-style-type: none"> <li>Leather</li> <li>Non-leather</li> </ol> </li> <li><b>Tools</b> <ol style="list-style-type: none"> <li>Cutting dies</li> <li>Cutting Machine</li> </ol> </li> <li><b>Quality standard of materials</b> <ol style="list-style-type: none"> <li>Color</li> <li>Width</li> <li>Thickness</li> <li>Surface area</li> </ol> </li> <li><b>Targets</b> <ol style="list-style-type: none"> <li>Productivity</li> </ol> </li> </ol>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Prepare for footwear cutting operations</b>	<p>To be competent, the user/individual on the job must be able to:</p> <ol style="list-style-type: none"> <li>Make sure the work area is free from hazards</li> <li>Follow the instructions given on the work ticket or job card in line with the responsibilities of your job role</li> <li>Ask questions to obtain more information on tasks when the instructions you have are unclear</li> <li>Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any.</li> <li>Use the correct tools and equipment</li> <li>Check that equipment is safe and set up in readiness for use</li> <li>Select the correct component parts for the style being worked on</li> <li>Check that the materials to be used are free from faults</li> <li>Ensure the materials used meet the specification in terms of colour matching within a product / between a pair of products, where applicable</li> </ol>

**LSS/N3201 - Prepare for footwear cutting operations**

	<p>PC10. Report faults in the materials</p> <p>PC11. Carry out foundation footwear operations safely and at a rate which maintains work flow and meets production targets</p> <p>PC12. Process component parts to the quality standard required</p> <p>PC13. Correct work that does not conform to company quality standards</p> <p>PC14. Report any damaged work to the supervisor/ quality controller</p> <p>PC15. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC16. Follow company reporting procedures about defective tools and machines which affect work</p> <p>PC17. Follow and utilize opportunities for learning</p> <p>PC18. Update and develop knowledge of the products</p> <p>PC19. Check with others when unsure of new product details</p> <p>PC20. Sort and place work to assist with the next stage of production and minimise the risk of damage</p> <p>PC21. Seek feedback from team mates on work related performance</p> <p>PC22. Ask for help and information from your colleagues, when necessary, in a polite manner</p> <p>PC23. Anticipate and respond to requests for assistance from colleagues willingly and politely</p> <p>PC24. Leave work area safe and secure when work is complete</p> <p>PC25. Complete forms, records and other documentation</p> <p>PC26. Work in conformance to legal requirements, organizational policies and procedures</p>
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**Knowledge and Understanding w.r.t the Scope**

Element	Knowledge and Understanding (K)
<p><b>A. Organisational Context</b> (Knowledge of the company / organisation and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Styles of products currently being produced</p> <p>KA2. Details of the various job roles and responsibilities</p> <p>KA3. Appearance of the final product</p> <p>KA4. Organisation's policies, procedures and professional codes</p> <p>KA5. Protocol to obtain more information on work related tasks</p> <p>KA6. Method of obtaining/ giving feedback related to performance</p> <p>KA7. Work target and review mechanism with your supervisor</p> <p>KA8. Importance of team work and harmonious working relationships</p> <p>KA9. Process for offering/ obtaining work related assistance</p> <p>KA10. Protocol and format for reporting work related risks/ problems</p> <p>KA11. Contact person in case of queries on procedure or products</p> <p>KA12. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA13. Method of handling tools and equipment safely and the health and safety implications of not doing so</p>



**LSS/N3201 - Prepare for footwear cutting operations**

<b>B. Technical / Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The common faults of machines related to operations</p> <p>KB2. Knowledge of footwear products</p> <p>KB3. Sources of updates on footwear and related areas</p> <p>KB4. Interpretation of body language (both positive and negative)</p> <p>KB5. Method of sharing domain related information with team members</p> <p>KB6. Methods of handling materials and ways to avoid making them unusable</p> <p>KB7. Equipment operating procedures</p> <p>KB8. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB9. Identification of tools, equipment and settings needed for operations</p> <p>KB10. Manufacturers' instructions</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>

**NOS Version Control**

<b>NOS Code</b>	<b>LSS/N3201</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>25<sup>th</sup> July 2013</b>
<b>Sub-sector</b>	<b>Footwear</b>	<b>Last reviewed on</b>	<b>30<sup>th</sup> July 2013</b>
		<b>Next review date</b>	<b>1<sup>st</sup> November 2013</b>

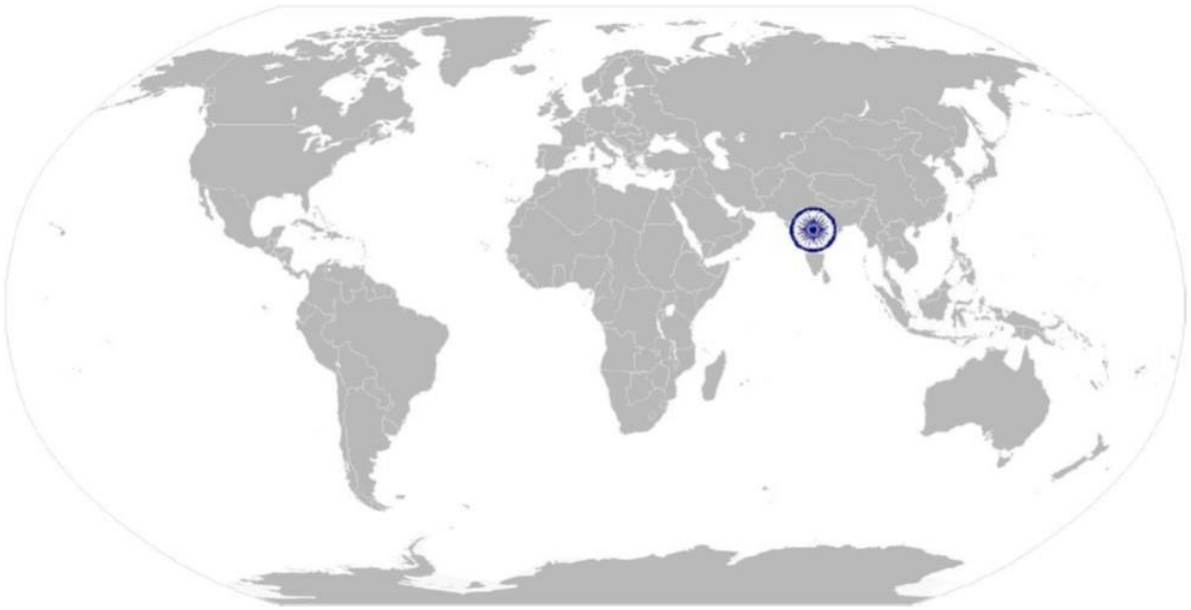
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LSS/N3202 - Carry out cutting operations

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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 material cutting operations by either hand or by machine and using appropriate tools, equipment and processes.

**LSS/N3202 - Carry out cutting operations**

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<b>Unit Code</b>	<b>LSS/N3102</b>
<b>Unit Title (Task)</b>	<b>Carry out cutting operations</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for footwear material cutting operations by either hand or by machine and using appropriate tools, equipment and processes.
<b>Scope</b>	<ol style="list-style-type: none"> <li><b>Tools and equipment.</b> <ol style="list-style-type: none"> <li>Dies</li> <li>Cutting machine</li> </ol> </li> <li><b>Material.</b></li> <li><b>Leather</b></li> <li><b>Non-leather</b></li> <li><b>Component.</b> <ol style="list-style-type: none"> <li>Color</li> <li>Dimension</li> <li>Texture</li> </ol> </li> <li><b>Minimizing waste.</b> <ol style="list-style-type: none"> <li>Company tolerances for meeting pattern interlocking</li> <li>Company cutting efficiencies</li> <li>Styles currently being produced</li> </ol> </li> <li><b>Targets</b> <ol style="list-style-type: none"> <li>Productivity</li> </ol> </li> </ol>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Carry out cutting operations</b>	<p>To be competent, the user/individual on the job must be able to:</p> <ol style="list-style-type: none"> <li>PC1. Make sure the work area is free from hazards</li> <li>PC2. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of your job role</li> <li>PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear</li> <li>PC4. Calculate the number of components needed for production</li> <li>PC5. Select the tools and materials for the work</li> <li>PC6. Set up the equipment</li> <li>PC7. Make sure that tools are safe and clean to use on the material</li> <li>PC8. Check the quality and characteristics of the material match the required standards before starting to cut</li> <li>PC9. Use tools and equipment for hand or machine cutting</li> <li>PC10. Make sure that when cutting the material <ol style="list-style-type: none"> <li>avoid damaging self and others</li> <li>avoid damage to the knife and other equipment</li> </ol> </li> </ol>

### LSS/N3202 - Carry out cutting operations

	<p>PC11. Avoid any imperfections in the material when cutting</p> <p>PC12. Calculate the components required</p> <p>PC13. Agree and review your agreed upon work targets with your supervisor</p> <p>PC14. Seek feedback from team mates on work related performance</p> <p>PC15. Ask for help and information from your colleagues, when necessary, in a polite manner</p> <p>PC16. Anticipate and respond to requests for assistance from colleagues willingly and politely</p> <p>PC17. Follow and utilize opportunities for learning</p> <p>PC18. Update and develop knowledge of the products</p> <p>PC19. Minimise wastage</p> <p>PC20. Meet company usage tolerances for efficient pattern interlocking</p> <p>PC21. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC22. Check with others when unsure of new product details</p> <p>PC23. Identify and respond to imperfections, defects and damage due to mishandling</p> <p>PC24. Produce the required batch of components to match the job card and the company's production targets</p> <p>PC25. Report defects in the tools and equipment you do not have the authority to repair</p> <p>PC26. Dispose of waste materials safely and return re-useable materials</p> <p>PC27. Carry out closedown procedures on completion of work</p> <p>PC28. Make sure that the cut material is</p> <ol style="list-style-type: none"> <li>correctly sorted to assist the next stage of production</li> <li>carefully placed to minimise the risk of damage</li> </ol> <p>PC29. Complete forms, records and other documentation</p> <p>PC30. Work in conformance to legal requirements, organizational policies and procedures</p>
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#### Knowledge and Understanding w.r.t the Scope

Element	Knowledge and Understanding (K)
<p><b>A. Organisational Context</b> (Knowledge of the company / organisation and its processes)</p>	<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 your supervisor</p> <p>KA6. Method of obtaining/ giving feedback related to performance</p> <p>KA7. Importance of team work and harmonious working relationships</p> <p>KA8. Process for offering/ obtaining work related assistance</p>

### LSS/N3202 - Carry out cutting operations

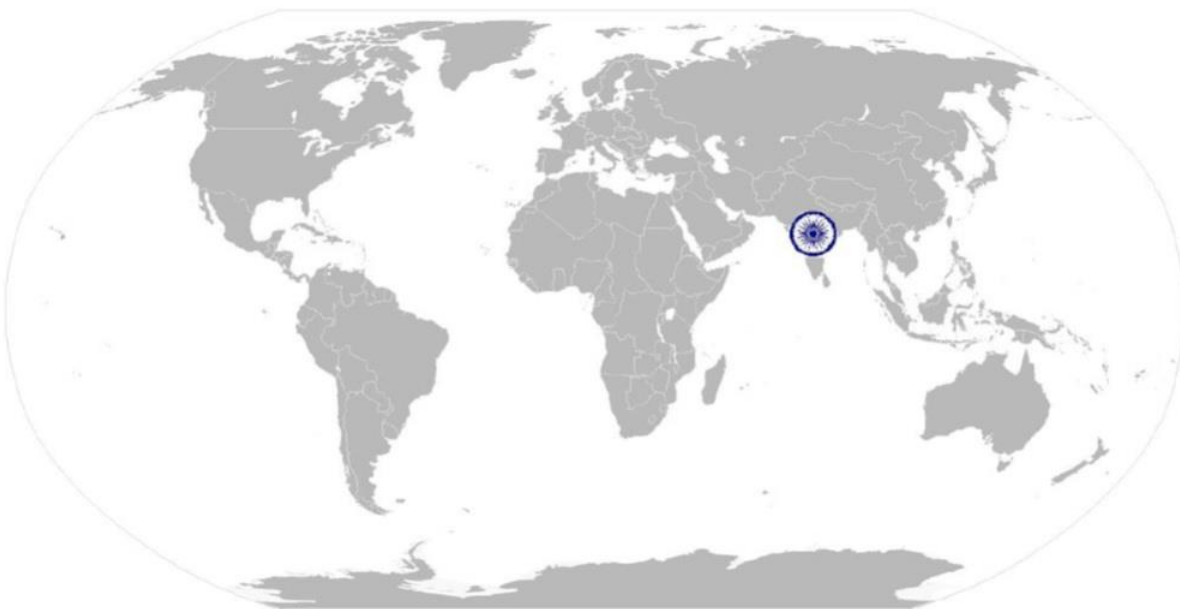
	<p>KA9. Protocol and format for reporting work related risks/ problems</p> <p>KA10. Contact person in case of queries on procedure or products</p> <p>KA11. Common hazards in the work area and procedures for dealing with them</p> <p>KA12. Procedures for handling the tools and equipment</p> <p>KA13. Procedures with regard to material re-usage and disposal</p> <p>KA14. Quality standards and the reporting procedures</p> <p>KA15. Documentation required as part of the process</p> <p>KA16. Cutting efficiencies with regard to the material being cut</p>
<b>B. Technical / Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of footwear products and styles of footwear currently being produced</p> <p>KB2. Sources of updates on footwear and related areas</p> <p>KB3. Interpretation of body language (both positive and negative)</p> <p>KB4. Method of sharing domain related information with team members</p> <p>KB1. Method of interpreting product specifications</p> <p>KB2. The relation between the data on the work ticket/ job card and the production schedules</p> <p>KB3. Method of safely setting up and closing down cutting and other equipment in the work station</p> <p>KB4. Equipment needed for the cutting activity</p> <p>KB5. Methods of calculating the number of components required</p> <p>KB6. Methods of cutting to ensure maximum usage and minimum wastage</p> <p>KB7. Common quality imperfections associated with the materials</p> <p>KB8. Main characteristics of the materials, method of identification and the means of cutting operations and subsequent operations</p> <p>KB9. Implications of using defective tools and machines on the materials</p> <p>KB10. Equipment operating procedures</p> <p>KB11. Manufacturers' instructions</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/N3202 - Carry out cutting operations**

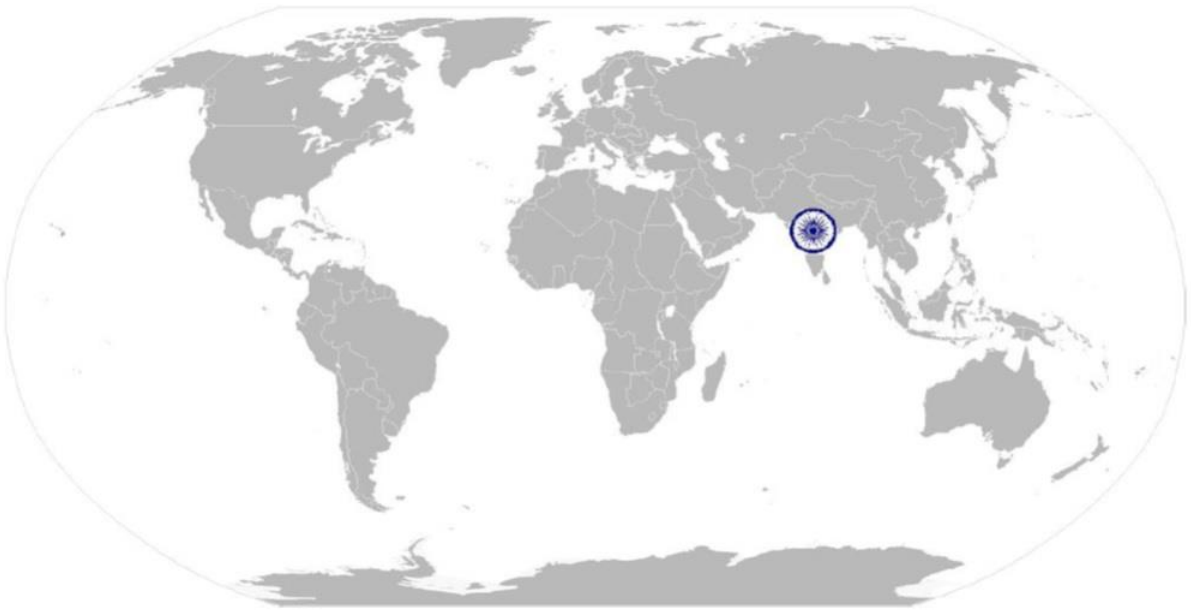
**NOS Version Control**

NOS Code	LSS/N3202		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	25th July 2013
Sub-sector	Footwear	Last reviewed on	30 <sup>th</sup> July 2013
		Next review date	1 <sup>st</sup> November 2013

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# National Occupational Standard



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## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms.



**LSS/N3203 - Maintain the work area, tools and machines**

<b>Unit Code</b>	<b>LSS/N3103</b>
<b>Unit Title (Task)</b>	<b>Maintain the work area, tools and machines</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms.
<b>Scope</b>	<b>1. Environmental conditions</b> <ol style="list-style-type: none"> <li>lighting</li> <li>ventilation</li> <li>general comfort</li> </ol>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Maintain the work area, tools and machines</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Handle materials, machinery, equipment and tools safely and correctly</p> <p>PC2. Carry out checks to ensure the environmental conditions required for production are met</p> <p>PC3. Follow correct lifting and handling procedures</p> <p>PC4. Follow instructions with regard to materials to minimise waste</p> <p>PC5. Maintain a clean and hazard free working area</p> <p>PC6. Maintain tools and equipment as per organization guidelines and manufacturer's instructions</p> <p>PC7. Carry out running maintenance within agreed schedules</p> <p>PC8. Report the need for maintenance and/or cleaning outside your area of responsibility</p> <p>PC9. Report unsafe equipment and other dangerous occurrences</p> <p>PC10. Maintain the correct machine guards for equipment</p> <p>PC11. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. Carry out cleaning according to schedules and limits of responsibility</p> <p>PC13. Dispose waste safely in the designated location</p> <p>PC14. Store cleaning equipment safely after use</p> <p>PC15. Complete and store documentation</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b> ( Knowledge of the company / organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Safe working practices and organisational procedures</p> <p>KA2. Potential threats/ dangerous occurrences in the work area</p> <p>KA3. Ways of resolving problems within the work area</p> <p>KA4. The lines of communication, authority and reporting procedures</p> <p>KA5. The quality standards and processes followed by the organization relevant to your role</p> <p>KA6. The organisation's guidelines related to maintenance of equipment</p>



**LSS/N3203 - Maintain the work area, tools and machines**

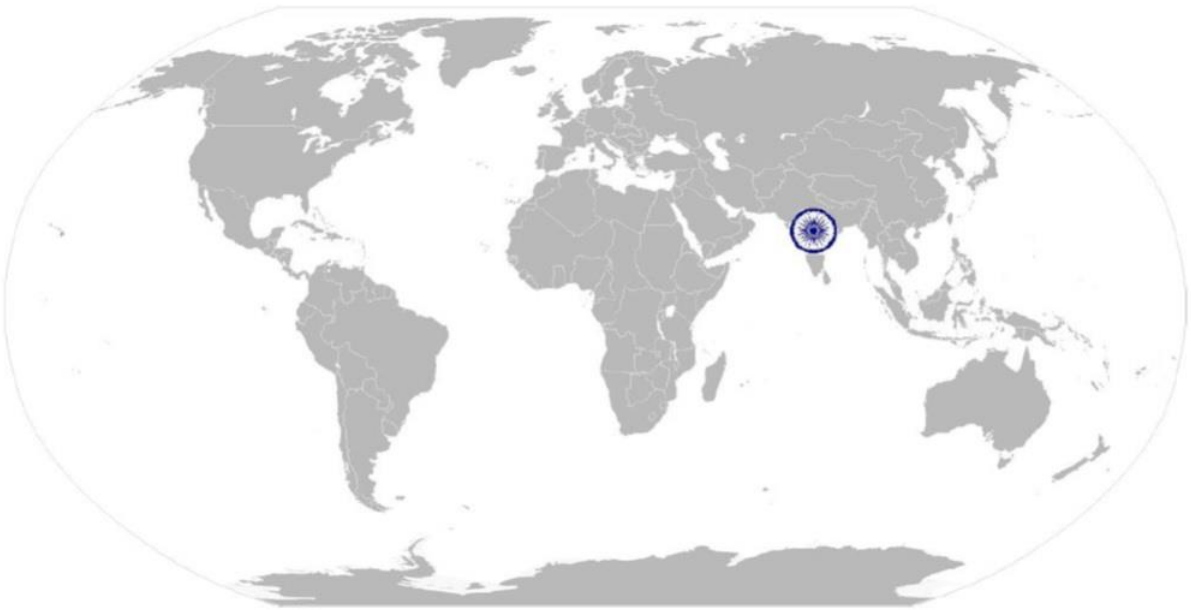
	KA7. Documentation required for maintenance and reporting
<b>B. Technical/ Domain knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <p>KB2. Lifting and handling procedures</p> <p>KB3. The importance of taking action when problems are identified</p> <p>KB4. Different ways of minimising waste</p> <p>KB5. Different types of machine guards for equipment</p> <p>KB6. The importance of running maintenance and regular cleaning</p> <p>KB7. Effects of contamination on products i.e. machine oil, dirt</p> <p>KB8. Common faults with equipment and methods of rectification</p> <p>KB9. Maintenance procedures and manufacturer's instructions</p> <p>KB10. Different types of cleaning equipment/ substances and their use</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>

**NOS Version Control**

<b>NOS Code</b>	<b>LSS/N3203</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>25th July 2013</b>
<b>Sub-sector</b>	<b>Footwear</b>	<b>Last reviewed on</b>	<b>30<sup>th</sup> July 2013</b>
		<b>Next review date</b>	<b>1<sup>st</sup> November 2013</b>

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# National Occupational Standard



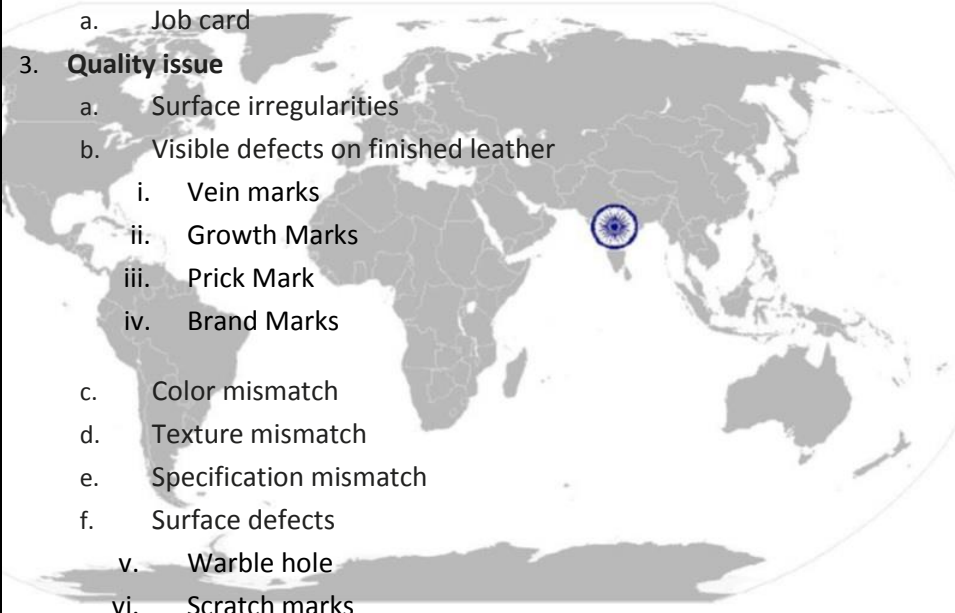
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## Overview

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

**LSS/N3204 - Contribute to achieving product quality in cutting processes**

National Occupational Standard

Unit Code	LSS/N3204
Unit Title (Task)	Contribute to achieving product quality in cutting processes
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking cutting related activities to ensure products meet specifications.
Scope	<ol style="list-style-type: none"> <li><b>Leather Types</b> <ol style="list-style-type: none"> <li>Full Grain</li> <li>Top Grain</li> <li>Corrected Grain</li> <li>Split Leather</li> <li>PU Coated leather</li> <li>PVC coated leather</li> </ol> </li> <li><b>Product specifications</b> <ol style="list-style-type: none"> <li>Job card</li> </ol> </li> <li><b>Quality issue</b> <ol style="list-style-type: none"> <li>Surface irregularities</li> <li>Visible defects on finished leather                             <ol style="list-style-type: none"> <li>Vein marks</li> <li>Growth Marks</li> <li>Prick Mark</li> <li>Brand Marks</li> </ol> </li> <li>Color mismatch</li> <li>Texture mismatch</li> <li>Specification mismatch</li> <li>Surface defects                             <ol style="list-style-type: none"> <li>Warble hole</li> <li>Scratch marks</li> <li>Flay cut</li> </ol> </li> </ol> </li> <li><b>Process knowledge</b> <ol style="list-style-type: none"> <li>ISO</li> <li>5S process knowledge</li> </ol> </li> <li><b>Corrective action</b> <ol style="list-style-type: none"> <li>Reporting</li> <li>Repairing</li> </ol> </li> <li><b>Tolerances</b> <ol style="list-style-type: none"> <li>Productivity</li> <li>Wastage</li> </ol> </li> </ol> 
Performance Criteria (PC) w.r.t the Scope	

**LSS/N3204 - Contribute to achieving product quality in cutting processes**

Element	Performance Criteria
<b>Contribute to achieving the product quality</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Set up and test equipment to meet quality standard</p> <p>PC2. Ensure materials and component parts meet specifications</p> <p>PC3. Ensure the quality of the product meets specification during production</p> <p>PC4. Maintain the required productivity and quality levels</p> <p>PC5. Carry out quality checks at agreed intervals and in the approved way</p> <p>PC6. Apply the allowed tolerances</p> <p>PC7. Report and replace faulty materials and component parts which do not meet specification</p> <p>PC8. Identify process problems that effect product quality and report them promptly to appropriate people</p> <p>PC9. Maintain the continuity of production with minimum interruptions and downtime</p> <p>PC10. Identify faults and irregularities in equipment and machinery and take action within the limits of your responsibility</p> <p>PC11. 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. Maintain records and documentation</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b> (Knowledge of the company / organisation and its processes)	<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. Importance of keeping accurate quality records</p> <p>KA4. Methods to present any ideas for improvement to line manager</p> <p>KA5. Safe working practices and organisational procedures</p> <p>KA6. Limits of your own responsibility</p> <p>KA7. Ways of resolving with problems within the work area</p> <p>KA8. The importance of effective communication with colleagues</p> <p>KA9. The lines of communication, authority and reporting procedures</p> <p>KA10. The organisation's rules, codes and guidelines (including timekeeping)</p> <p>KA11. The companies quality standards</p> <p>KA12. The types of records kept, methods to complete the record and the importance of keeping them accurate</p> <p>KA13. The importance of complying with written instructions</p> <p>KA14. Equipment operating procedures / manufacturer's instructions</p> <p>KA15. 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. Methods to receive work instructions and specifications and interpret</p>

**LSS/N3204 - Contribute to achieving product quality in cutting processes**

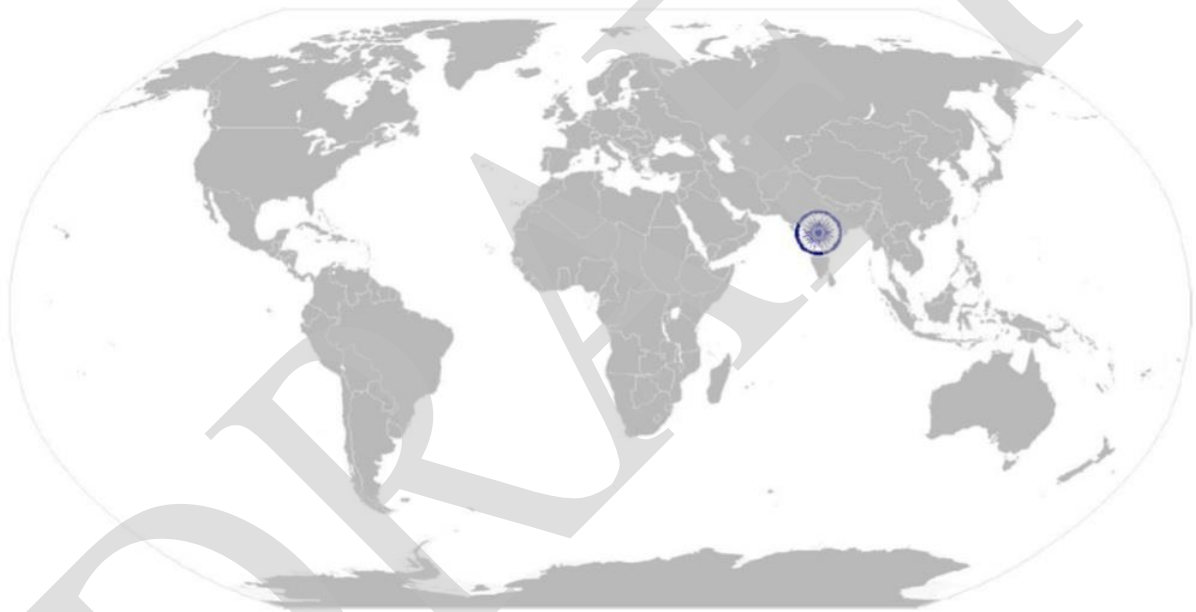
	<p>them accurately</p> <p>KB2. Methods to make use of the information detailed in specifications and instructions</p> <p>KB3. The types of faults in equipment and machinery and the action to be taken when they occur</p> <p>KB4. Process to identify materials which do not conform to requirements and how to report them to appropriate people</p> <p>KB5. Care and fabric content labels / symbols</p> <p>KB6. Awareness of material/fabric / yarn types</p> <p>KB7. The causes of lost production and material wastage</p> <p>KB8. Process to maintain the flow of production</p> <p>KB9. The importance of achieving quality and its relation to the end user / customer</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. 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. Communicate effectively with colleagues</p> <p>SA4. Comply with written instructions</p> <p>SA5. Complete other documentation</p>
<b>B. Professional Skills</b>	<p>On the job the individual needs to be able to:</p> <p>SB1. Apply appropriate method of inspection</p> <p>SB2. Identify equipment parts</p> <p>SB3. Set up equipment and testing it</p> <p>SB4. Identify faults, the causes and rectification</p> <p>SB5. Identify equipment maintenance requirements and perform the maintenance procedure</p> <p>SB6. Identify, rectify and/or report major equipment faults and causes</p> <p>SB7. Check equipment and processes</p> <p>SB8. Handle different materials</p>

## NOS Version Control

<b>NOS Code</b>	<b>LSS/N3204</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>25<sup>th</sup> July 2013</b>
<b>Sub-sector</b>	<b>Footwear</b>	<b>Last reviewed on</b>	<b>30<sup>th</sup> July 2013</b>
		<b>Next review date</b>	<b>1<sup>st</sup> November 2013</b>

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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 minimise risk to self and others.



**LSS/N3205 - Maintain health, safety and security at workplace**

<b>Unit Code</b>	<b>LSS/N3205</b>
<b>Unit Title (Task)</b>	<b>Comply with health, safety and security requirements at work</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 minimise risk to self and others.
<b>Scope</b>	<ol style="list-style-type: none"> <li><b>Hazards and Risks/ threats</b> <ol 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> </ol> </li> <li><b>Organisational Procedures</b> <ol 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> </ol> </li> <li><b>Training</b></li> <li><b>Medical Emergencies</b></li> <li><b>Evacuation process</b></li> </ol>
	<b>Performance Criteria (PC) w.r.t the Scope</b>
<b>Element</b>	<b>Performance Criteria</b>
<b>Comply with health, safety and security requirements at work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <ol style="list-style-type: none"> <li>Comply with health and safety related instructions applicable to the workplace</li> <li>Use and maintain personal protective equipment as per protocol</li> <li>Carry out own activities in line with approved guidelines and procedures</li> <li>Maintain a healthy lifestyle and guard against dependency on intoxicants</li> </ol>



**LSS/N3205 - Maintain health, safety and security at workplace**

	<p>PC5. Follow environment management system related procedures</p> <p>PC6. Identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. Report any service malfunctions that cannot be rectified</p> <p>PC8. Store materials and equipment in line with manufacturer's and organisational requirements</p> <p>PC9. Safely handle and move waste and debris</p> <p>PC10. Minimize health and safety risks to self and others due to own actions</p> <p>PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. Monitor the workplace and work processes for potential risks and threats</p> <p>PC13. Carry out periodic walk-throughs to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC15. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. Follow organisation procedures for shutdown and evacuation when required</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational 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 Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and methods to deal with these</p>

## LSS/N3205 - Maintain health, safety and security at workplace

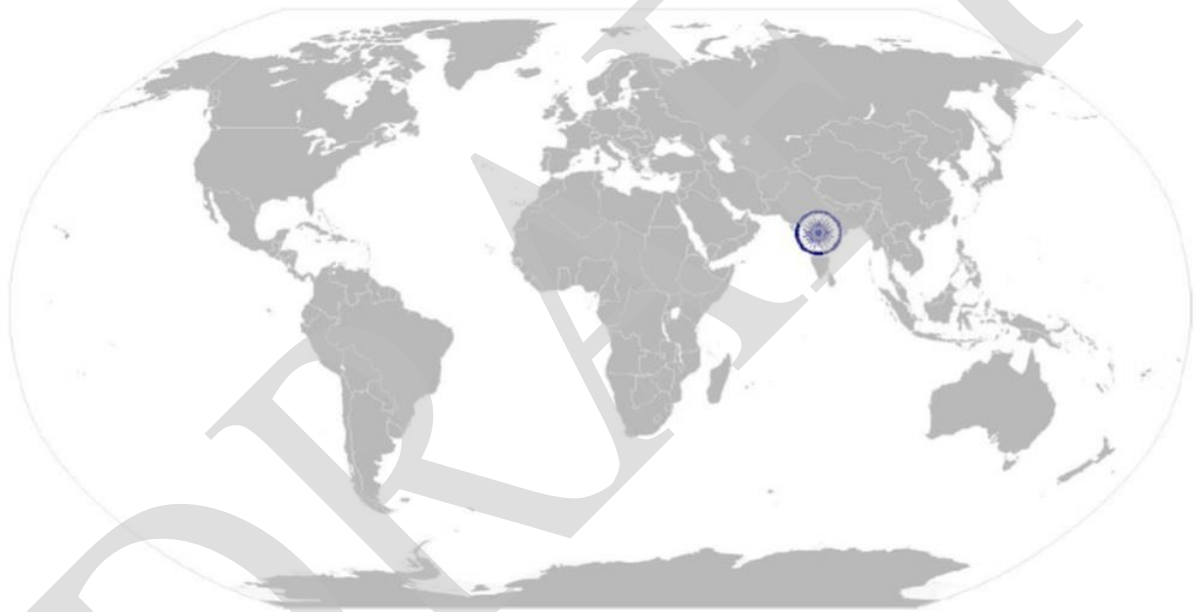
	KB2. Personal protective equipment and method of use KB3. Identification, handling and storage of hazardous substances KB4. Proper disposal system for waste and by-products KB5. Signage related to health and safety and their meaning KB6. Importance of sound health, hygiene and good habits KB7. Ill-effects of alcohol, tobacco and drugs
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	The user/ individual on the job needs to know and understand how to: SA1. Respond to emergencies, accidents or fire at the workplace SA2. Evacuate the premises and help others in need while doing so SA3. The value of physical fitness, personal hygiene and good habits SA4.
<b>B. Professional Skills</b>	The user/ individual on the job needs to know and understand how to: SB1. Raise alarm SB2. Safe and correct procedure of handling equipment and machinery SB3. Identify, report malfunctions in machinery and equipment and correct them if possible SB4. Identify and report service malfunctions and chemical leaks SB5. Keep work area free from potential hazards SB6. Report to supervisors and other authorized personnel for assistance

### NOS Version Control

<b>NOS Code</b>	LSS/N3205		
<b>Credits (NVEQF/NVQF/NSQF)</b>	TBD	<b>Version Number</b>	1
<b>Sector</b>	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>	1 <sup>st</sup> November 2013

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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/N3206 - Comply with industry, regulatory and organisational requirements**

National Occupational Standard

<b>Unit Code</b>	<b>LSS/N3206</b>
<b>Unit Title(Task)</b>	<b>Comply with industry, regulatory and organisational requirements</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with industry, regulatory and organizational requirements at the workplace.
<b>Scope</b>	<ol style="list-style-type: none"> <li><b>Organisational Procedures</b> <ol 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> </ol> </li> <li><b>Customer procedure</b> <ol style="list-style-type: none"> <li>Compliance with customer requirement</li> <li>Ethical framework</li> </ol> </li> <li><b>Compliance with all national laws and regulations</b> <ol 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> </ol> </li> <li><b>International laws applicable for export oriented companies</b> <ol style="list-style-type: none"> <li>International legislation and regulations, other customer specific norms</li> </ol> </li> </ol>
	<b>Performance Criteria (PC) w.r.t the Scope</b>
<b>Element</b>	<b>Performance Criteria</b>
<b>Comply with legal, regulatory and ethical requirements</b>	<p>To be competent, the user/individual on the job must be able to:</p> <ol style="list-style-type: none"> <li>Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures</li> <li>Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel</li> <li>Apply and follow these policies and procedures within your work practices</li> <li>Provide support to your supervisor and team members in enforcing these considerations</li> <li>Identify and report any possible deviation to these requirements</li> </ol>
	<b>Knowledge and Understanding (K)</b>
<b>A. Organisational Context</b>	<p>The user/individual on the job needs to know and understand:</p> <ol style="list-style-type: none"> <li>The importance of having an ethical and value-based approach to governance</li> </ol>

**LSS/N3206 - Comply with industry, regulatory and organisational requirements**

	<p>KA2. Benefits to your company and yourself due to practice of these procedures</p> <p>KA3. Specific to the industry/sector, know and understand:</p> <ul style="list-style-type: none"> <li>a. Legal, regulatory and ethical requirements</li> <li>b. Procedures to follow if someone does not meet the requirements</li> </ul> <p>KA4. Customer specific requirements mandated as a part of your work process</p>
<b>B. Technical/ Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Country / customer specific regulations for your sector and their importance</p> <p>KB2. Reporting procedure in case of deviations</p> <p>KB3. Limits of personal responsibility</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<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 your team members into following procedures</p> <p>SA3. Participate and influence your organization's response towards these procedures</p>
<b>B. 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>

**NOS Version Control**

<b>NOS Code</b>	LSS/N3206		
<b>Credits (NVEQF/NVQF/NSQF)</b>	TBD	<b>Version Number</b>	1
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<b>Sub-sector</b>	Footwear	<b>Last reviewed on</b>	30 <sup>th</sup> July 2013
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