

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR DRUM 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

Contact Us:

Leather Sector Skill
Council

E-mail:
info@leatherssc.org



Contents

1. [Introduction and Contacts.....Page no. 1](#)
2. [Qualifications Pack.....Page no. 2](#)
3. [OS Units.....Page no.2](#)
4. [Glossary of Key TermsPage no.3](#)

Introduction

Qualifications Pack – DRUM OPERATOR

SECTOR:LEATHER SECTOR

SUB-SECTOR:FINISHED LEATHER

OCCUPATION:DRUM OPERATIONS

REFERENCE ID:LSS / QO701

ALIGNED TO:NCO-2004/8265.70

The Drum Operator is responsible for operations carried out in that part of the tannery known as the beamhouse or limeyard. The process carried out in drum operations are the same, but with changes of float and chemicals leading to the processing of different types of finished leather. It is a significant and critical job role in the manufacturing of finished leather.

Brief Job Description: A Drum Operator works at the tannery and processes hides by loading them into large rotating wooden drums adding the necessary floats and chemicals as per specifications, maintains the temperature in the drums and completes the required quality checks to ensure completion of processing. He/she is responsible for safe and efficient operations of the machine and related equipments.

Personal Attributes: The Drum Operator should take initiative in completing the targets set and display a quality orientation. He/she should be mentally and physically active and alert to monitor the various processes using the drums.



Qualifications Pack Code	LSS /Q0701		
Job Role	Drum Operator		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	4th December 2013
Sub-sector	Finished Leather	Last reviewed on	
Occupation	Shaving	Next review date	24th December 2014
Job Role	Drum Operator		
Role Description	A Drum Operator works at the tannery and processes hides by loading them into large rotating wooden drums adding the necessary floats and chemicals as per specifications, maintains the temperature in the drums and completes the required quality checks to ensure completion of processing. He/she is responsible for safe and efficient operations of the machine and related equipments.		
NVEQF / NVQF level	4		
Minimum Educational Qualifications	Class V		
Maximum Educational Qualifications	N/A		
Training	On the Job Training		
Applicable National Occupational Standards	Click on the hyperlink to read/download the required NOS 1. LSS/N0701- Carry out soaking operation 2. LSS/N0702- Carry out liming operation 3. LSS/N0703- Carry out pickling operation 4. LSS/N0704- Carry out tanning operation 5. LSS/N0705- Contribute to achieving product quality in drum operation 6. LSS/N0204- Maintain the work area, tools and machines 7. LSS/N0104- Maintain health, safety and security at work 8. LSS/N0105- Comply with industry, regulatory and organizational requirements		
Performance Criteria	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
TBD	To Be Determined

LSS/N0701 Carry out soaking operation

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out soaking operations in preparing finished leather.

LSS/N0701 Carry out soaking operation

National Occupational Standard

Unit Code	LSS/N0701
Unit Title (Task)	Carry out soakingoperation
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out soaking operations. The skins are soaked in water for several hours to several days. The water and surfactants help in the removal of salt, dirt, debris, blood and excess animal fats. Rehydration is also reintroduced.
Scope	<p>Equipment</p> <ul style="list-style-type: none"> • Soaking Pit (mainly used for pre-soaking dried skins) • Paddle (careful soaking of delicate skins in long floats) • Drum (most commonly used ; mainly for heavy hides) • Temperature and time specification for soaking • Speed and Dimensions of drum • Addition of surfactants (floats and chemicals) • Valve control • Replacing of drum door • Input • Hides after undergoing the preservation and sorting process <p>Component</p> <ul style="list-style-type: none"> • Salt level • Cleanliness • Colour • Texture • Services • Soaking <p>Opportunities for learning</p> <ul style="list-style-type: none"> • From supervisors, colleagues and other relevant people • Active participation in training and development activities <p>Targets</p> <ul style="list-style-type: none"> • Productivity • Personal development
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Preparatory work	<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, check and confirm the data on the work ticket or job card</p> <p>PC3. Determine loads and batches for soaking operations</p> <p>PC4. Position self to achieve operator comfort and to minimise fatigue</p>

LSS/N0701 Carry out soaking operation

	<p>PC5. Load drums with hides for soaking operations that have completed the pre-soaking process in the soaking pit</p> <p>PC6. Ensure the right addition of water and surfactants to help in the removal of salt, dirt, debris, blood and excess animal fats</p> <p>PC7. Ensure that the soaking process has restored moisture that has been lost</p> <p>PC8. Verify the salinity and temperature of solutions, using salinometer and thermometer</p> <p>PC9. Lubricate equipments and machine, if required, and help the mechanic to repair machines in case of breakdown</p> <p>PC10. Ask questions to obtain more information on tasks when the instructions are unclear</p> <p>PC11. Agree and review agreed upon work targets with the supervisor</p>
Soaking Operation	<p>PC12. Perform washing of drums in between processes</p> <p>PC13. Turn valves to admit water and steam to drum</p> <p>PC14. Turn valve to transfer solutions to drum during specified processing cycles.</p> <p>PC15. Move lever to activate drum to clean and wash hides.</p> <p>PC16. Replace solid door of drum with perforated door at specified intervals to filter waste from drum at completion of cycles</p>
Reporting & Documentation	<p>PC17. Report appropriately about defective in equipment and machine which affect work</p> <p>PC18. Report any damaged work to the responsible person</p> <p>PC19. Comply with written instructions</p> <p>PC20. Provide inputs to complete forms, records and other documentation</p>
Sorting & Placing	<p>PC21. Direct the helpers to pile the soaked hides and transfer to the next stage of production with minimum risk of damage</p> <p>PC22. Leave work area safe and secure when work is complete</p>
Knowledge and Understanding w.r.t the Scope	
Element	Knowledge and Understanding (K)
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Job details, responsibilities and expected performance outcomes</p> <p>KA2. Standard operating procedures for machinery and equipments</p> <p>KA3. The organization's rules, guidelines and standards</p> <p>KA4. Adherence to quality standards</p> <p>KA5. Work target/ review mechanism with the supervisor for obtaining/ giving feedback related to performance</p> <p>KA6. Contact person in case of queries on procedure or products</p> <p>KA7. Method to handle tools and equipment safely and the health and safety implications of not doing so</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Preparatory work prior to commencing operations</p> <p>KB2. The main types and characteristics of hides, skins or leather produced</p>

LSS/N0701 Carry out soaking operation

	<p>by the company</p> <p>KB3. Information on work specifications, standard operating procedures for drums, work instructions and other reference material</p> <p>KB4. Quality specifications for soaking operation</p> <p>KB5. Right method of loading into the drums, switching it on, temperature control, washing of drums and valve control</p> <p>KB6. Sequence of drum operations in the tannery</p> <p>KB7. Knowledge on surfactants for soaking</p> <p>KB8. Basic functions and inputs of the rotary drum such as drum speed, drum dimensions, salt concentration</p> <p>KB9. Common faults of hide</p> <p>KB10. Method to handle hides and materials and avoid making them unusable</p> <p>KB11. Methods of checking if output has met the required specification</p> <p>KB12. Minor machine maintenance in accordance with workplace procedures</p> <p>KB13. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB14. Procedure to correctly switch off the machine on completion of work and do the necessary cleaning and maintenance activities</p> <p>KB15. Inputs required to ensure records and other documentation can be completed where required</p> <p>KB16. Method of sharing domain related information with team members</p> <p>KB17. Manufacturers' instructions</p>
Skills (s)	
C. Core Skills / Generic Skills	<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's rules, guidelines and standards</p> <p>SA3. Monitor work and complete work allotted on time</p> <p>SA4. Interact and work with others towards accomplishing goals</p> <p>SA5. Follow company rules for safe disposal of waste</p>
D. Professional Skills	<p>On the job the individual needs to be able to:</p> <p>SB1. Plan, schedule and monitor work in an effective and efficient manner</p> <p>SB2. Do preparatory work before commencing machine operations such as clean and check machines, position self to achieve operator comfort and to minimise fatigue and do the necessary entries</p> <p>SB3. Assess operational readiness of machinery and equipment used</p> <p>SB4. Set up and operate the rotary drums, load and unload hides as per the soaking specifications and stipulated time</p> <p>SB5. Weigh and mix specified amounts of floats and chemicals to prepare soaking solutions used in treating hides</p>

LSS/N0701 Carry out soaking operation

	SB6. Check if final product meets specifications
	SB7. Pass on completed work to the helper
	SB8. Make note of faults with drum, if any, and report to concerned person
	SB9. Take appropriate decisions within span of control
	SB10. Provide inputs for preparation of required documents and reports
	SB11. Comply with written instructions

NOS Version Control

NOS Code	LSS/N0701		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	4 th December 2013
Sub-sector	Finished Leather	Last reviewed on	
		Next review date	24 th December 2014

[Back To NOS List](#)



LSS/N0702 Carry out liming operation


National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out liming operations in preparing finished leather.

LSS/N0702 Carry out liming operation

National Occupational Standard	Unit Code	LSS/N0702
	Unit Title (Task)	Carry out liming operation
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out liming operations. Liming is used to loosen the fibers allowing the skin to absorb chemicals that will be used later in the tanning processes
	Scope	<p>Equipment</p> <ul style="list-style-type: none"> • Drum for liming operation • Temperature and time specification for liming • Speed and Dimensions of drum • Addition of surfactants (lime paint) • Valve control • Replacing of drum door <p>Input</p> <ul style="list-style-type: none"> • Hides after undergoing the soaking process <p>Component</p> <ul style="list-style-type: none"> • Dimension • Colour • Texture <p>Services</p> <ul style="list-style-type: none"> • Liming <p>Opportunities for learning</p> <ul style="list-style-type: none"> • From supervisors, colleagues and other relevant people • Active participation in training and development activities <p>Targets</p> <ul style="list-style-type: none"> • Productivity • Personal development 
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Preparatory operations	<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, check and confirm the data on the work ticket or job card</p> <p>PC3. Determine loads and batches for liming operations</p> <p>PC4. Position self to achieve operator comfort and to minimise fatigue</p> <p>PC5. Load drums with hides for liming operations that have completed the soaking process</p> <p>PC6. Ensure the right mix and quantity of addition of lime paint/lime</p>

LSS/N0702 Carry out liming operation

	<p>liquor as per the specification</p> <p>PC7. Ensure that the liming process is completed as per specification where hides have to appear swollen with an increased thickness</p> <p>PC8. Verify salinity and temperature of solutions, using salinometer and thermometer</p> <p>PC9. Lubricate equipments and machine, if required, and help the mechanic to repair machines in case of breakdown</p> <p>PC10. Ask questions to obtain more information on tasks when the instructions are unclear</p> <p>PC11. Agree and review agreed upon work targets with the supervisor</p>
Liming Operation	<p>PC12. Perform washing of drums in between processes</p> <p>PC13. Turn valves to admit water and steam to drum</p> <p>PC14. Turn valve to transfer solutions to drum during specified processing cycles</p> <p>PC15. Replace solid door of drum with perforated door at specified intervals to filter waste from drum at completion of cycles</p>
Reporting & Documentation	<p>PC16. Report appropriately about defects in equipment and machine which affect work</p> <p>PC17. Report any damaged work to the responsible person</p> <p>PC18. Comply with written instructions</p> <p>PC19. Provide inputs to complete forms, records and other documentation</p>
Sorting & Placing	<p>PC20. Direct the assistant operator to pile the limed hides and transfer to the next stage of production with minimum risk of damage</p> <p>PC21. Leave work area safe and secure when work is complete</p>
Knowledge and Understanding w.r.t the Scope	
Element	Knowledge and Understanding (K)
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Job details, responsibilities and expected performance outcomes</p> <p>KA2. Standard operating procedures for machinery and equipments</p> <p>KA3. The organization's rules, guidelines and standards</p> <p>KA4. Adherence to quality standards</p> <p>KA5. The main types and characteristics of hides, skins or leather produced by the company</p> <p>KA6. Work target/ review mechanism with the supervisor for obtaining/ giving feedback related to performance</p> <p>KA7. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA8. Contact person in case of queries on procedure or products</p> <p>KA9. Method to handle tools and equipment safely and the health and safety implications of not doing so</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. To read, write and do basic calculations</p>

LSS/N0702 Carry out liming operation

	<p>KB2. Preparatory work prior to commencing operations</p> <p>KB3. Information on work specifications, standard operating procedures for drums, work instructions and other reference material</p> <p>KB4. Quality specifications for liming operation</p> <p>KB5. Right method of loading into the drums, switching it on, temperature control, washing of drums and valve control</p> <p>KB6. Sequence of drum operations in the tannery</p> <p>KB7. Knowledge on surfactants for liming</p> <p>KB8. Basic functions and inputs of the drum such as drum speed, drum dimensions, salt concentration</p> <p>KB9. Identification of the common faults of hide</p> <p>KB10. Method to handle hides and materials and avoid making them unusable</p> <p>KB11. Methods of checking if output has met the required specification</p> <p>KB12. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB13. Procedure to correctly switch off the machine on completion of work and do the necessary cleaning and maintenance activities</p> <p>KB14. Inputs required to ensure records and other documentation can be completed where required</p> <p>KB15. Method of sharing domain related information with team members</p> <p>KB16. Manufacturers' instructions</p>
Skills (S)	
C. Core Skills / Generic Skills	<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's rules, guidelines and standards</p> <p>SA3. Monitor work and complete work allotted on time</p> <p>SA4. Interact and work with others towards accomplishing goals</p> <p>SA5. Follow company rules for safe disposal of waste</p>
D. Professional Skills	<p>On the job the individual needs to be able to:</p> <p>SB1. Plan, schedule and monitor work in an effective and efficient manner</p> <p>SB2. Do preparatory work before commencing machine operations such as clean and check machines, position self to achieve operator comfort and to minimise fatigue and do the necessary entries</p> <p>SB3. Assessing operational readiness of machinery and equipment used</p> <p>SB4. Set up and operate the rotary drums, load and unload hides as per the soaking specifications and stipulated time</p> <p>SB5. Weigh and mix specified amounts of lime and chemicals to prepare liming liquor/ solutions used in treating hides</p> <p>SB6. Check if final product meets specifications</p> <p>SB7. Pass on completed work to the assistant operator</p>

LSS/N0702 Carry out liming operation

	<p>SB8. Make note of faults with drum, if any, and report to concerned person</p> <p>SB9. Take appropriate decisions within span of control</p> <p>SB10. Provide inputs for preparation of required documents and reports</p> <p>SB11. Comply with written instructions</p>
--	---

NOS Version Control

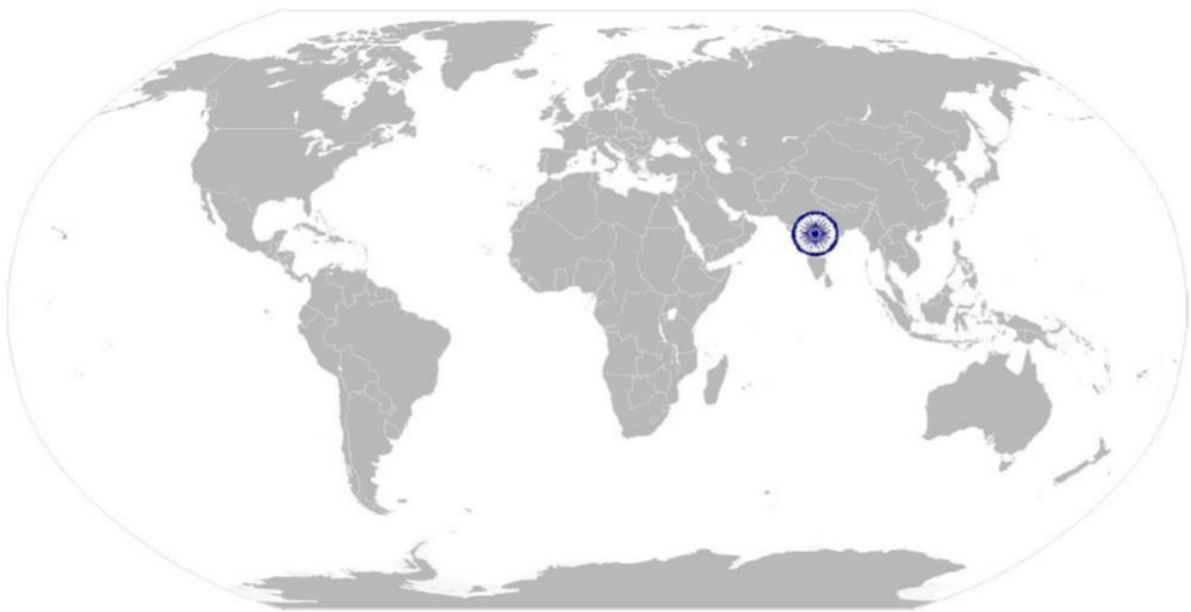
NOS Code	LSS/N0702		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	4 th December 2013
Sub-sector	Finished Leather	Last reviewed on	
		Next review date	24 th December 2014

[Back To NOS List](#)



LSS/N0703 Carry out pickling operation

National Occupational Standard

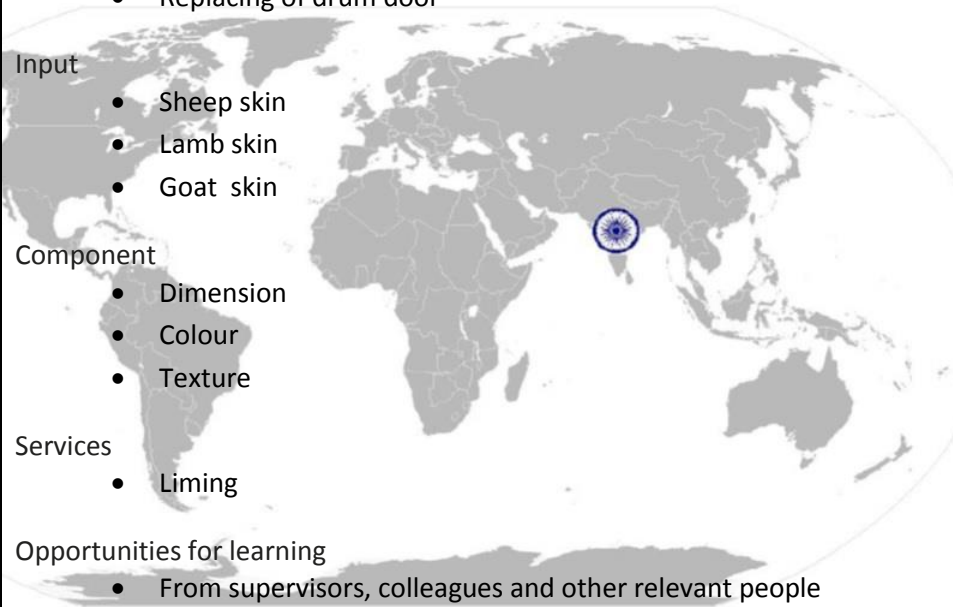


Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out pickling operations in preparing finished leather.

LSS/N0703 Carry out pickling operation

National Occupational Standard

Unit Code	LSS/N0703
Unit Title (Task)	Carry out pickling operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out liming operations. The purpose of pickling is to acidify the pelts to a certain pH before chrome tanning and thus to reduce the astringency of the chrome tanning agents. Pickling is also used for preserving
Scope	<p>Equipment</p> <ul style="list-style-type: none"> • Drum for pickling operation • Temperature and time specification for pickling • Speed and Dimensions of drum • Addition of surfactants (lime paint) • Valve control • Replacing of drum door <p>Input</p> <ul style="list-style-type: none"> • Sheep skin • Lamb skin • Goat skin <p>Component</p> <ul style="list-style-type: none"> • Dimension • Colour • Texture <p>Services</p> <ul style="list-style-type: none"> • Liming <p>Opportunities for learning</p> <ul style="list-style-type: none"> • From supervisors, colleagues and other relevant people • Active participation in training and development activities <p>Targets</p> <ul style="list-style-type: none"> • Productivity • Personal development 
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Preparatory Work	<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, check and confirm the data on the work ticket or job card</p> <p>PC3. Determine loads and batches for pickling operations</p> <p>PC4. Position self to achieve operator comfort and to minimise fatigue</p>

LSS/N0703 Carry out pickling operation

	<p>PC5. Load drums with hides for pickling operations that have completed the bating process</p> <p>PC6. Ensure the water, sulfuric acid and salt are added as per the specification</p> <p>PC7. Lubricate equipments and machine, if required, and help the mechanic to repair machines in case of breakdown</p> <p>PC8. Ask questions to obtain more information on tasks when the instructions are unclear</p> <p>PC9. Agree and review agreed upon work targets with the supervisor</p>
Pickling Operation	<p>PC10. Perform regular checks to see the penetration by cutting the cross section of a hide and observing the degree of penetration</p> <p>PC11. Ensure that the pickling process is completed with proper penetration of the salt and acid as per specification</p> <p>PC12. Verify salinity and temperature of solutions, using salinometer and thermometer</p> <p>PC13. Perform washing of drums in between processes</p> <p>PC14. Turn valves to admit water and steam to drum</p> <p>PC15. Turn valve to transfer solutions to drum during specified processing cycles.</p> <p>PC16. Replace solid door of drum with perforated door at specified intervals to filter waste from drum at completion of cycles</p>
Reporting & Documentation	<p>PC17. Report appropriately about defective in equipment and machine which affect work</p> <p>PC18. Report any damaged work to the responsible person</p> <p>PC19. Comply with written instructions</p> <p>PC20. Provide inputs to complete forms, records and other documentation</p>
Sorting & Placing	<p>PC21. Direct the assistant operator to pile the limed hides and transfer to the next stage of production with minimum risk of damage</p> <p>PC22. Leave work area safe and secure when work is complete</p>
Knowledge and Understanding w.r.t the Scope	
Element	Knowledge and Understanding (K)
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Job details, responsibilities and expected performance outcomes</p> <p>KA2. Standard operating procedures for machinery and equipments</p> <p>KA3. The organization's rules, guidelines and standards</p> <p>KA4. Quality standards for the process</p> <p>KA5. Work target/ review mechanism with the supervisor for obtaining/ giving feedback related to performance</p> <p>KA6. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA7. Contact person in case of queries on procedure or products</p> <p>KA8. Methods to handle tools and equipment safely and the health and safety implications of not doing so</p>
B. Technical /	The user/individual on the job needs to know and understand:

LSS/N0703 Carry out pickling operation

Domain Knowledge	<p>KB1. Preparatory work prior to commencing operations</p> <p>KB2. Information on work specifications, standard operating procedures for drums, work instructions and other reference material</p> <p>KB3. Quality specifications for pickling operation</p> <p>KB4. Right method of loading into the drums, switching it on, temperature control, washing of drums and valve control</p> <p>KB5. Sequence of drum operations in the tannery</p> <p>KB6. Knowledge on surfactants for pickling</p> <p>KB7. Basic functions and inputs of the drum such as drum speed, drum dimensions, salt concentration</p> <p>KB8. Identification of the common faults of hide</p> <p>KB9. Method to handle hides and materials and avoid making them unusable</p> <p>KB10. Methods of checking if output has met the required specification</p> <p>KB11. Carry out minor machine maintenance in accordance with workplace procedures</p> <p>KB12. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB13. Procedure to correctly switch off the machine on completion of work and do the necessary cleaning and maintenance activities</p> <p>KB14. Inputs required to ensure records and other documentation can be completed where required</p> <p>KB15. Method of sharing domain related information with team members</p> <p>KB16. Manufacturers' instructions</p>
Skills (S)	
C. Core Skills / Generic Skills	<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's rules, codes, guidelines and standards</p> <p>SA3. Monitor work and complete work allotted on time</p> <p>SA4. Interact and work with others towards accomplishing goals</p> <p>SA5. Follow company rules for safe disposal of waste</p>
D. Professional Skills	<p>On the job the individual needs to be able to:</p> <p>SB1. Plan, schedule and monitor work in an effective and efficient manner</p> <p>SB2. Do preparatory work before commencing machine operations such as clean and check machines, position self to achieve operator comfort and to minimise fatigue and do the necessary entries</p> <p>SB3. Assessing operational readiness of machinery and equipment used</p> <p>SB4. Set up and operate the drums, load and unload hides as per the pickling specifications and stipulated time</p> <p>SB5. Weigh and mix specified amounts of water, acids and salts to</p>

LSS/N0703 Carry out pickling operation

	prepare pickling solutions used in treating hides
SB6.	Check if final product meets specifications
SB7.	Pass on completed work to the assistant operator
SB8.	Make note of faults with drum, if any, and report to concerned person
SB9.	Take appropriate decisions within span of control
SB10.	Provide inputs for preparation of required documents and reports
SB11.	Comply with written instructions

NOS Version Control

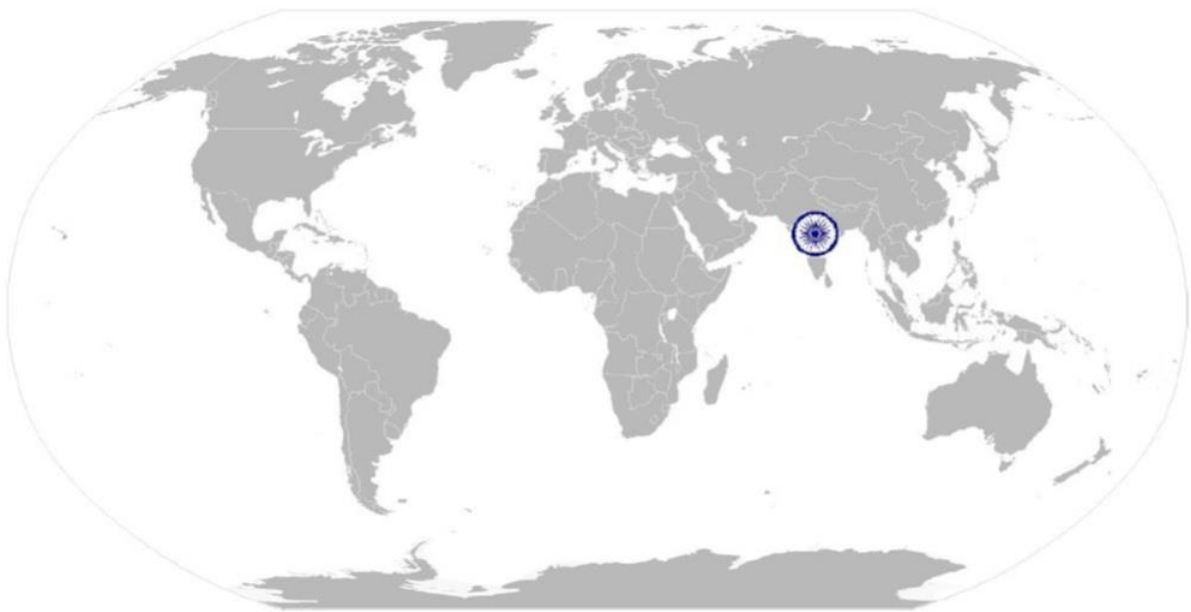
NOS Code	LSS/N0703		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	4th December 2013
Sub-sector	Finished Leather	Last reviewed on	
		Next review date	24th December 2014

[Back To NOS List](#)



LSS/N0704 Carry out tanning operation

National Occupational Standard




Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out tanning operations in preparing finished leather.

LSS/N0704 Carry out tanning operation

National Occupational Standard

Unit Code	LSS/N0704
Unit Title (Task)	Carry out tanning operation
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out tanning operations which is the process of converting the protein of the raw hide into a stable material which will not putrefy and it is suitable for a wide variety of end applications, the leather.
Scope	<p>Equipment</p> <ul style="list-style-type: none"> • Drum for tanning operation • Temperature and time specification for tanning • Speed and Dimensions of drum • Addition of surfactants • Valve control • Replacing of drum door <p>Input</p> <ul style="list-style-type: none"> • Hides after bating and pickling <p>Component</p> <ul style="list-style-type: none"> • Colour • Texture • Services • Tanning <p>Opportunities for learning</p> <ul style="list-style-type: none"> • From supervisors, colleagues and other relevant people • Active participation in training and development activities <p>Targets</p> <ul style="list-style-type: none"> • Productivity • Personal development 
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Preparatory Work	<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, check and confirm the data on the work ticket or job card</p> <p>PC3. Determine loads and batches for tanning operations</p> <p>PC4. Position self to achieve operator comfort and to minimise fatigue</p> <p>PC5. Lubricate equipments and machine, if required, and help the mechanic to repair machines in case of breakdown</p> <p>PC6. Ask questions to obtain more information on tasks when the instructions are unclear</p> <p>PC7. Agree and review agreed upon work targets with the supervisor</p>
Soaking Operation	<p>PC8. Load drums with hides for tanning operations that have completed the bating and pickling process</p>

LSS/N0704 Carry out tanning operation

	<p>PC9. Ensure the tanning agents are added as per the specification</p> <p>PC10. Perform regular checks to see the penetration by cutting the cross section of a hide and observing the degree of penetration</p> <p>PC11. Ensure that the tanning process is completed with proper penetration of the salt and acid as per specification</p> <p>PC12. Verify salinity and temperature of solutions, using salinometer and thermometer</p> <p>PC13. Perform washing of drums in between processes</p> <p>PC14. Turn valves to admit water and steam to drum</p> <p>PC15. Turn valve to transfer solutions to drum during specified processing cycles.</p> <p>PC16. Replace solid door of drum with perforated door at specified intervals to filter waste from drum at completion of cycles</p>
Reporting & Documentation	<p>PC17. Report appropriately about defective in equipment and machine which affect work</p> <p>PC18. Report any damaged work to the responsible person</p> <p>PC19. Comply with written instructions</p> <p>PC20. Provide inputs to complete forms, records and other documentation</p>
Sorting & Placing	<p>PC21. Direct the assistant operator to pile the limed hides and transfer to the next stage of production with minimum risk of damage</p> <p>PC22. Leave work area safe and secure when work is complete</p>
Knowledge and Understanding w.r.t the Scope	
Element	Knowledge and Understanding (K)
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Job details, responsibilities and expected performance outcomes</p> <p>KA2. Standard operating procedures for machinery and equipments</p> <p>KA3. The organization's rules, guidelines and standards</p> <p>KA4. Adherence to quality standards</p> <p>KA5. The main types and characteristics of hides, skins or leather produced by the company</p> <p>KA6. Work target/ review mechanism with the supervisor for obtaining/ giving feedback related to performance</p> <p>KA7. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA8. Contact person in case of queries on procedure or products</p> <p>KA9. Method to handle tools and equipment safely and the health and safety implications of not doing so</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. To read, write and do basic calculations</p> <p>KB2. Preparatory work prior to commencing operations</p> <p>KB3. Information on work specifications, standard operating procedures for drums, work instructions and other reference material</p> <p>KB4. Quality specifications for tanning operation</p>

LSS/N0704 Carry out tanning operation

	<p>KB5. Right method of loading into the drums, switching it on, temperature control, washing of drums and valve control</p> <p>KB6. Sequence of drum operations in the tannery</p> <p>KB7. Knowledge on surfactants for tanning</p> <p>KB8. Basic functions and inputs of the drum such as drum speed, drum dimensions, salt concentration</p> <p>KB9. Identification of the common faults of hide</p> <p>KB10. Method to handle hides and materials and avoid making them unusable</p> <p>KB11. Methods of checking if output has met the required specification</p> <p>KB12. Carry out minor machine maintenance in accordance with workplace procedures</p> <p>KB13. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB14. Procedure to correctly switch off the machine on completion of work and do the necessary cleaning and maintenance activities</p> <p>KB15. Inputs required to ensure records and other documentation can be completed where required</p> <p>KB16. Method of sharing domain related information with team members</p> <p>KB17. Manufacturers' instructions</p>
Skills (s)	
C. Core Skills / Generic Skills	<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's rules, guidelines and standards</p> <p>SA3. Monitor work and complete work allotted on time</p> <p>SA4. Interact and work with others towards accomplishing goals</p> <p>SA5. Follow company rules for safe disposal of waste</p>
D. Professional Skills	<p>On the job the individual needs to be able to:</p> <p>SB1. Plan, schedule and monitor work in an effective and efficient manner</p> <p>SB2. Do preparatory work before commencing machine operations such as clean and check machines, position self to achieve operator comfort and to minimise fatigue and do the necessary entries</p> <p>SB3. Assessing operational readiness of machinery and equipment used</p> <p>SB4. Set up and operate the drums, load and unload hides as per the tanning specifications and stipulated time</p> <p>SB5. Weigh and mix specified amounts of the tanning agents</p> <p>SB6. Check if final product meets specifications</p> <p>SB7. Pass on completed work to the assistant operator</p> <p>SB8. Make note of faults with drum, if any, and report to concerned person</p> <p>SB9. Take appropriate decisions within span of control</p>

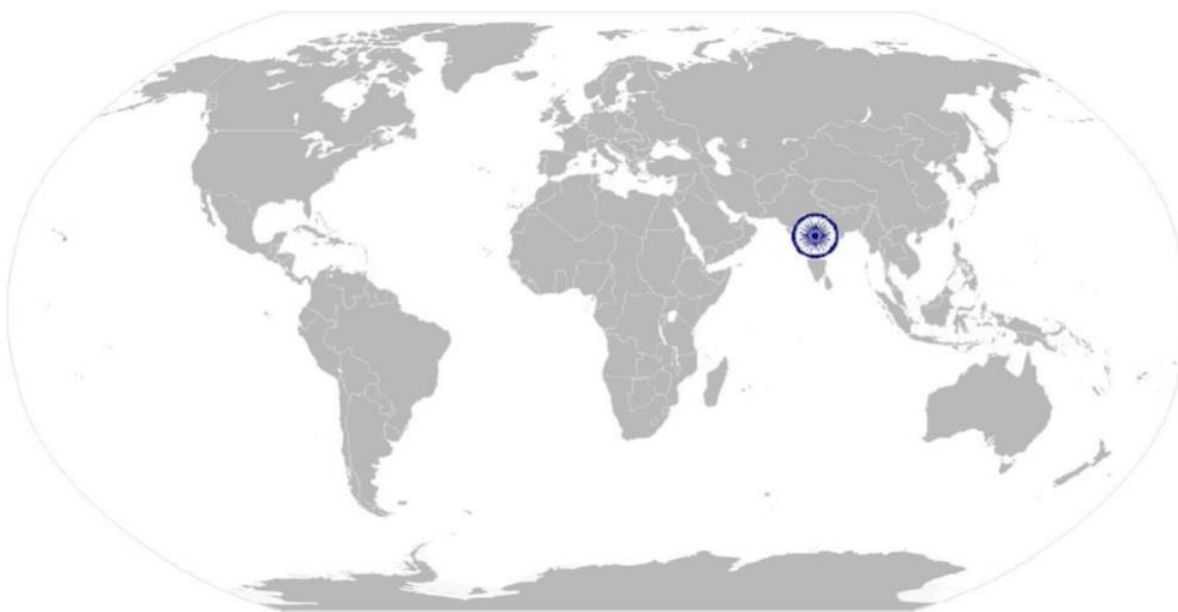
LSS/N0704 Carry out tanning operation

	SB10. Provide inputs for preparation of required documents and reports
	SB11. Comply with written instructions

NOS Version Control

NOS Code	LSS/N0704		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	4 th December 2013
Sub-sector	Finished Leather	Last reviewed on	
		Next review date	24 th December 2014

[Back To NOS List](#)



LSS/N0705 Contribute to achieving product quality in drum operation

National Occupational Standard



Overview

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

LSS/N0705 Contribute to achieving product quality in drum operation

National Occupational Standard

Unit Code	LSS/N0705
Unit Title (Task)	Contribute to achieving product quality in drum operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking drum operations in finished leather manufacturing to ensure products meet specifications.
Scope	<p>Types of Hides after undergoing the preservation and sorting process.</p> <ul style="list-style-type: none"> • Bovine hide • Equine hide • Sheep/lamb hide • Goat hide • Reptiles hide • Pig hide <p>Output types of tanned leather</p> <ul style="list-style-type: none"> • Vegetable-tanned leather • Chrome-tanned leather • Aldehyde-tanned leather • Synthetic-tanned leather • Alum-tanned leather <p>Finished Leather Types</p> <ul style="list-style-type: none"> • Full Top Grain Leather • Corrected Grain Leather • Nappa Leather • Patched Leather • Patent Leather • Nubuck Leather • Suede Leather • Pull up Leather • Burnish Leather <p>Product specifications</p> <ul style="list-style-type: none"> • Job card <p>Quality issue</p> <ul style="list-style-type: none"> • Specification mismatch • PH value mismatch • oil and fat standard mismatch • Chemical standard mismatch • Surface defects • Texture inconsistency

LSS/N0705 Contribute to achieving product quality in drum operation

	<p>1. Corrective action</p> <p>(a) Reporting</p> <p>(b) Repairing</p>
Performance Criteria (PC) w.r.t the Scope	
Element	Performance Criteria
Inspection	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Check and confirm instructions given, assess if materials received are fit for specified drum operation</p> <p>PC2. Conduct all necessary settings and preparation for drum operation in accordance with specifications and workplace standard procedures to meet the quality standards</p> <p>PC3. Check quality visually on a continuous basis to ensure standard is maintained</p> <p>PC4. Ensure that after soaking the hide is clean, water content of the hide is approximately 65% and absence of salts</p> <p>PC5. Ensure the drum operations meets procedural specifications with regard to temperature, time, air quality, water quality, ageing of hides and addition of surfactants</p> <p>PC6. Ensure natural oils and proteins are washed out of the hide after liming</p> <p>PC7. Ensure covering of limed hides to prevent lime blast and avoid dragging grain down over floor or other surfaces</p> <p>PC8. Follow the temperature specifications (Cold water -80°F max.) to de-lime the grain before proceeding to warm washing and warm bating at 97°F</p> <p>PC9. Ensure that in the pickling, the ph-value of the hide is lowered by adding acid and salt to prepare the hide for the addition of tanning agent.</p> <p>PC10. Monitor the drum operations till hide has reached a ph-value of about 3 throughout its full width so that it is ready for the adding of the tanning agent</p> <p>PC11. Ensure at the end point of bating it leads to mobility and removal of natural pigment, thumb print impression and air permeability</p> <p>PC12. Make certain that drums are filtered and cleaned at completion of cycles</p> <p>PC13. Maintain the continuity of production with minimum interruptions and downtime</p> <p>PC14. Maintain the required productivity and quality levels</p>
Reporting & Documentation	<p>PC15. Identify causes of faults and take action to rectify the same to maintain product quality</p> <p>PC16. Follow reporting procedures where the cause of faults cannot be identified</p>
Sorting & Placing	<p>PC17. Pass the processed hides with support of the assistant operator for next process</p>

LSS/N0705 Contribute to achieving product quality in drum operation

	PC18. Leave work area safe and secure when work is complete
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The organization's rules, codes, guidelines and standards</p> <p>KA2. Quality systems and procedures</p> <p>KA3. Limits of personal responsibility</p> <p>KA4. Process of reporting quality deviations</p> <p>KA5. Process of operating equipments</p> <p>KA6. Responsibilities under the Health & Safety Act</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Interpretation of quality specifications and setting machinery for operation</p> <p>KB2. The different types of faults likely to be found and method to put them right</p> <p>KB3. The different techniques and methods used to detect faults</p> <p>KB4. The inspection methods that can be used</p> <p>KB5. Importance of product checks</p> <p>KB6. The acceptable solutions for particular faults</p> <p>KB7. The consequences of not rectifying problems</p> <p>KB8. The types of adjustments suitable for specific types of faults</p> <p>KB9. Responsibilities at work during production</p> <p>KB10. Company's quality and production targets and the effect of not meeting these on self and/or the team</p> <p>KB11. Difference between correctable and non-correctable faults</p> <p>KB12. Manufacturer's instructions</p>
Skills (S)	
C. Core Skills / Generic Skills	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Perform work as per quality standards</p> <p>SA2. Deal with quality problems within the work area, and within limits of personal responsibility</p> <p>SA3. Report problems outside area of responsibility to the appropriate person</p> <p>SA4. Comply with standard operating procedures for fleshing operation</p> <p>SA5. Provide inputs to complete necessary documentation related to quality</p>
D. Professional Skills	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Apply appropriate method of quality inspection</p> <p>SB2. Quality specifications during production and for the final product</p> <p>SB3. Identify machine parts and its functions</p> <p>SB4. Set up equipment and assess for operational readiness</p> <p>SB5. Identify faults, suggest possible causes and rectification by referring to the maintenance department</p>

LSS/N0705 Contribute to achieving product quality in drum operation

	SB6.	Recommend regular maintenance of drums
	SB7.	Handle hides appropriately so as to prevent any damage and ensure it moves in the right condition to the next stage
	SB8.	Check equipment and processes
	SB9.	Handle different materials

NOS Version Control

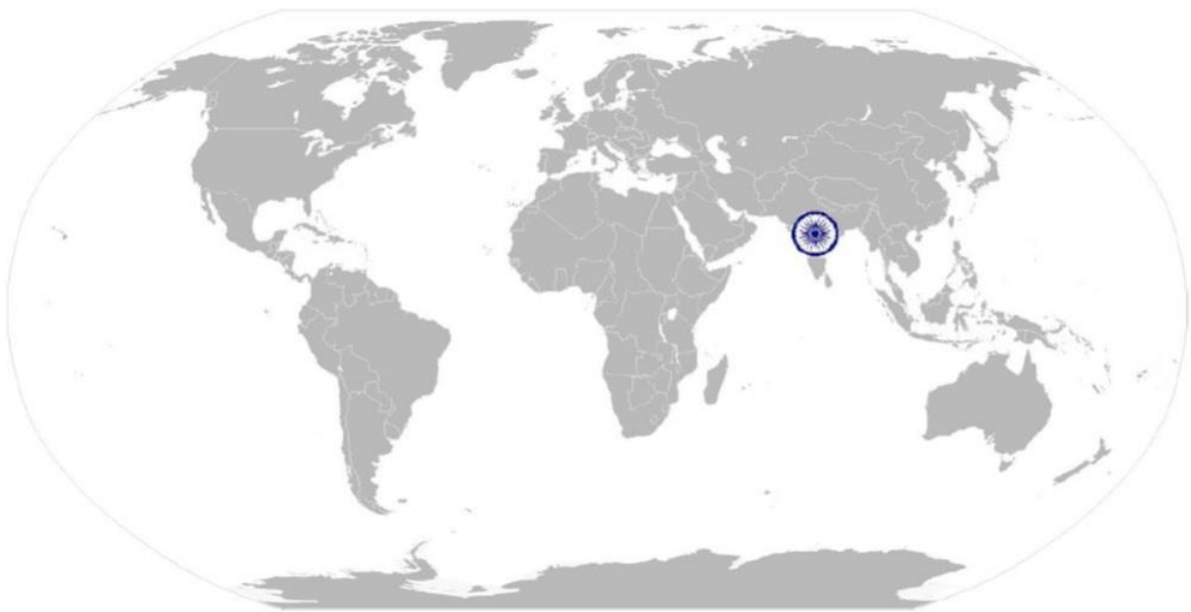
NOS Code	LSS/N0705		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	4 th December 2013
Sub-sector	Finished Leather	Last reviewed on	
		Next review date	24 th December 2014

[Back To NOS List](#)



LSS/N0204 Maintain work area tools and machines

National Occupational Standard



Overview

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

LSS/N0204 Maintain work area tools and machines

National Occupational Standard

Unit Code	LSS/N0204
Unit Title (Task)	Maintain the work area, tools and machines
Description	This standard is for those who organise and maintain their work areas and activities to make sure that agreed production targets and instructions are met.
Scope	<p>Environmental conditions</p> <ul style="list-style-type: none"> • Lighting • Ventilation • General comfort <p>Tools and machines maintenance</p> <ul style="list-style-type: none"> • Mechanical condition • Lubrication technique • Basic cleaning technique
Performance Criteria (PC) w.r.t the Scope	
Element	Performance Criteria
Work area /tools/machinery maintenance	<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 minimise waste</p> <p>PC4. Prepare and organise 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>
Work area regulations	<p>PC12. Deal with work interruptions</p> <p>PC13. Move about the workplace with care</p> <p>PC14. Carry out running maintenance within agreed schedules</p> <p>PC15. Work in a comfortable position with the correct posture</p>
Waste Disposal	PC16. Dispose of waste safely in the designated location
Reporting & Documentation	<p>PC17. Report unsafe equipment and other dangerous occurrences</p> <p>Complete and store accurate records and documentation</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p>

LSS/N0204 Maintain work area tools and machines

company / organization and its processes)	<p>KA2. Safe working practices and organizational procedures</p> <p>KA3. Limits of own responsibility</p> <p>KA4. Ways of resolving with problems within the work area</p> <p>KA5. The production process and the specific work activities that relate to the whole process</p> <p>KA6. The 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. Technical/ Domain knowledge	<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>
Skills (S)	
C. Core Skills / Generic Skills	<p>The user/ individual on the job needs to understand:</p> <p>SA1. Effective reading, writing and oral communication skills</p> <p>SA2. Plan and manage work routine based on company procedure</p>
D. Professional Skills	<p>The user/ individual on the job needs to be:</p> <p>SB1. Take appropriate decisions regarding to responsibilities</p>

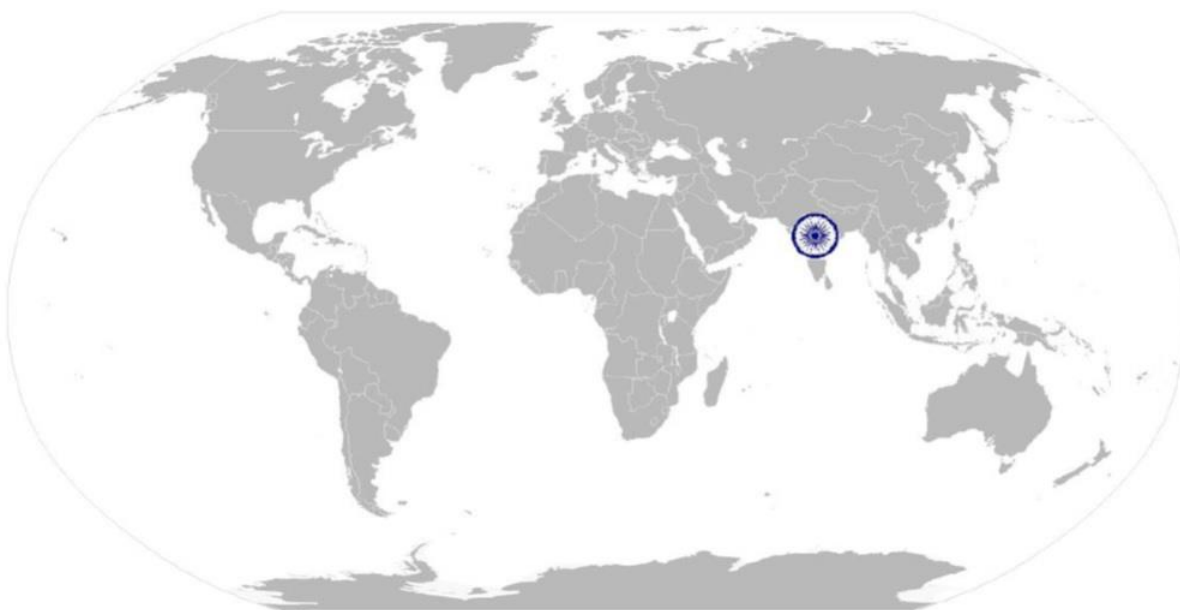
LSS/N0204 Maintain work area tools and machines

	SB2. Problem solving capabilities
--	-----------------------------------

NOS Version Control

NOS Code	LSS/N0204		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	4 th December 2013
Sub-sector	Finished Leather	Last reviewed on	
		Next review date	24 th December 2014

[Back To NOS List](#)



LSS/N0104 Maintain health, safety and security at work

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for taking responsibility for their own health, safety and security in the workplace and is about using the correct procedures to prevent, control and minimise risk to them and others in the workplace.

LSS/N0104 Maintain health, safety and security at work

National Occupational Standard

Unit Code	LSS/N0104
Unit Title (Task)	Maintain health, safety and security at work
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for taking responsibility for their own health, safety and security in the workplace and is about using the correct procedures to prevent, control and minimise risk to them and others in the workplace.
Scope	<p>Hazards and Risks</p> <ul style="list-style-type: none"> • Chemical hazards • Biological hazards • Fire • Electric short circuit, electric shock and electrocution • Medical emergency • Inflammable & toxic chemicals/ gases • Accidents • Ventilation and suffocation • Improper use of safety gear and non-adherence to safety norms • Hygiene and sanitation <p>Organizational Procedures</p> <ul style="list-style-type: none"> • Production line • Personal protective equipment (PPE). gloves, glasses, boots, aprons, Masks, Hoods, Respirators etc • Non-authorized / restricted areas • Protective safety requirements • Hazards and risks from machinery • Process related hazards and risks • Walkways and vehicle movement pathways • Storage and packaging areas <p>Training Medical Emergencies. Evacuation process</p>
	Performance Criteria (PC) w.r.t the Scope
Element	Performance Criteria
Health, safety and security maintenance at work	<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</p>

LSS/N0104 Maintain health, safety and security at work

	<p>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> <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> <p>PC10. Take action based on instructions in the event of fire, emergencies or accidents</p>
Organizational Compliance	<p>PC11. Follow environment management system related procedures</p> <p>PC12. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC13. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC14. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC15. Follow organization procedures for shutdown and evacuation when required</p>
Reporting & Documentation	<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>
Waste Disposal	<p>PC18. Safely handle and move waste and debris</p>
Knowledge and Understanding (K)	
A. Organizational Context	<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>

LSS/N0104 Maintain health, safety and security at work

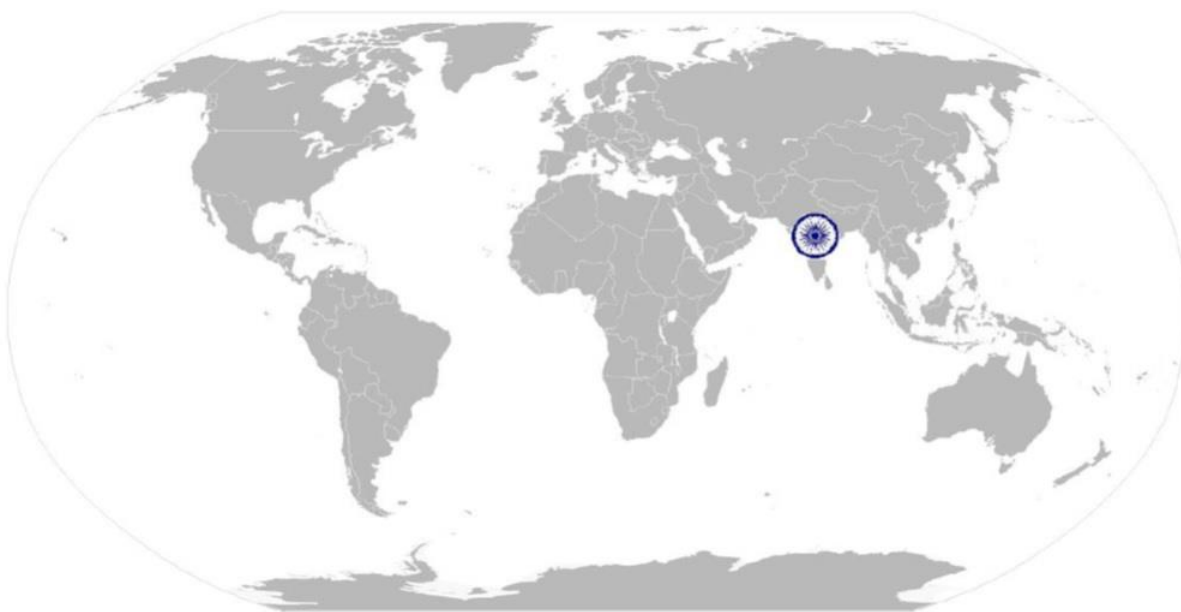
	<p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical/ Domain Knowledge	<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> <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>
Skills (S)	
C. Core Skills/ Generic Skills	<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>
D. Professional Skills	<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>

NOS Version Control

NOS Code	LSS/N0104		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	4th December 2013
Sub-sector	Finished Leather	Last reviewed on	
		Next review date	24th December 2014

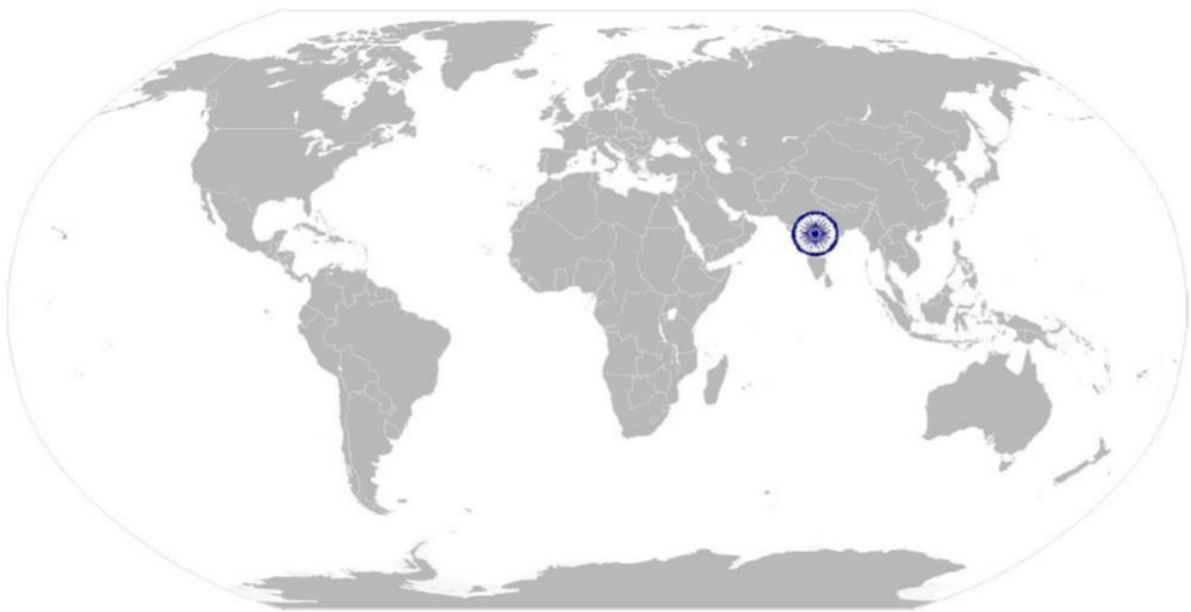
LSS/N0104 Maintain health, safety and security at work

[Back To NOS List](#)



LSS/N0105 Comply with industry, regulatory and organisational requirements

National Occupational Standard



Overview

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

LSS/N0105 Comply with industry, regulatory and organisational requirements

National Occupational Standard

Unit Code	LSS/N0105
Unit Title (Task)	Comply with industry, regulatory and organizational requirements
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with industry, regulatory and organizational requirements at the workplace.
Scope	<p>Organizational Procedures</p> <ul style="list-style-type: none"> • Code of Conduct • Working Conditions • Working Hours • Betterment of community and surroundings • Ethical framework <p>Customer procedure</p> <ul style="list-style-type: none"> • Compliance with customer requirement • Ethical framework <p>Compliance with all national laws and regulations</p> <ul style="list-style-type: none"> • Minimum Age of Employment • Child labour • Forced Labour • Non-discrimination • Wages & Benefits <p>International laws applicable for export oriented companies</p> <ul style="list-style-type: none"> • International legislation and regulations • other customer specific norms
	Performance Criteria (PC) w.r.t the Scope
Element	Performance Criteria
Legal, regulatory and organizational compliance	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures</p> <p>PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel</p> <p>PC3. Apply and follow these policies and procedures within the work practices</p> <p>PC4. Provide support to the supervisor and team members in enforcing these considerations</p> <p>PC5. Identify and report any possible deviation to these requirements</p>
Knowledge and Understanding (K)	

LSS/N0105 Comply with industry, regulatory and organisational requirements

A. Organizational Context	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The importance of having an ethical and value-based approach to governance</p> <p>KA2. Benefits to the company and oneself due to practice of these procedures</p> <p>KA3. Specific to the industry/sector, know and understand:</p> <p>KA4. Legal, regulatory and ethical requirements</p> <p>KA5. Procedures to follow if someone does not meet the requirements</p> <p>KA6. Customer specific requirements mandated as a part of the work process</p>
B. Technical/ Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Country / customer specific regulations for the sector and their importance</p> <p>KB2. Reporting procedure in case of deviations</p> <p>KB3. Limits of personal responsibility</p>
Skills (S)	
C. Core Skills/ Generic Skills	<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 the organization's response towards these procedures</p>
D. Professional Skills	<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

NOS Code	LSS/N0105		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	4th December 2013
Sub-sector	Finished Leather	Last reviewed on	
		Next review date	24th December 2014

[Back To NOS List](#)