

1 QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HELPER - DRY OPERATIONS (FINISHED LEATHER) [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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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 – HELPER - DRY OPERATIONS (FINISHED LEATHER)

SECTOR:LEATHER SECTOR

SUB-SECTOR:FINISHED LEATHER

OCCUPATION:DRY OPERATIONS (ASSISTANCE)

REFERENCE ID:LSS/Q0101

A Helper in the dry operationof the finished leather (also sometimes known as the Assistant Operator) is an important job-role associated with the sector to assist in various processes and add value in leather production.

Brief Job Description: The primary role of a Helper in the dry operations processes at a tannery is to provide assistance in various processes of preparing finished leather such as in buffing, shaving, staking, toggling etc. An operator performs these functions and an Helper assists the operator and passesthe completed work onto the next stage in production. He/she must have in depth knowledge and understanding of the process of production, health and safety standards and quality parameters.

Personal Attributes: A Helper should be willing to learn new roles and responsibilities within the factory. The individual should be passionate about crafting intricate productsmaintainingvery high quality. He/ She should be able to pick up new methods and process and be willing to learn and work with new people



Job Details

Qualifications Pack Code	LSS/Q0101		
Job Role	Helper – Dry Operations (Finished Leather)		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	6 th December 2013
Sub-sector	Finished Leather	Last reviewed on	
Occupation	Dry Operations (Assistance)	Next review date	24 th December 2014
Job Role	Helper – Dry Operations (Finished Leather)		
Role Description	To provide assistance in various processes of preparing finished leather such as in buffing, shaving, staking, toggling etc. An operator performs these functions and a Helper assists the operator and passes the completed work onto the next stage in production.		
NVEQF / NVQF level	2		
Minimum Educational Qualifications	Class V		
Maximum Educational Qualifications	N/A		
Training	N/A		
Applicable National Occupational Standards	<p>Click on the hyperlink to read/download the required NOS</p> <ol style="list-style-type: none"> 1. LSS/N0101- Assist in dry operations in finished leather 2. LSS/N0102 - Support to achieving product quality in dry operation 3. LSS/N0103- Maintain the work area, tools and machine to support the operations 4. LSS/N0104 - Maintain health, safety and security at workplace 5. 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.

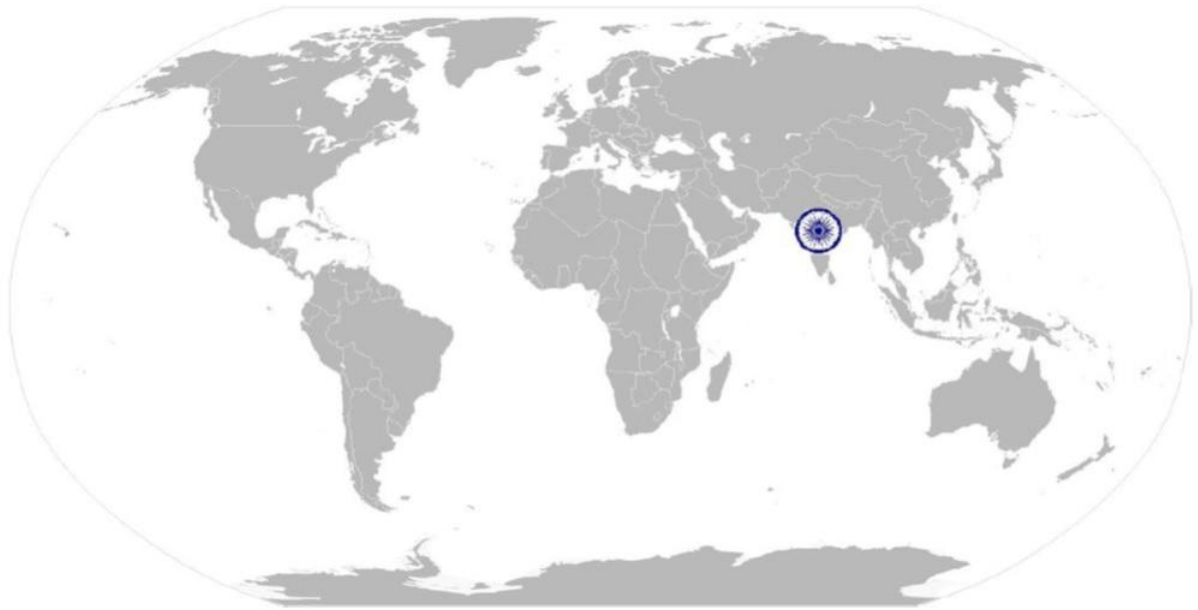


Acronyms

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/N0101 Assist in dry operations in finished leather

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to check equipment and materials related to dry operations in finished leather.

LSS/N0101 Assist in dry operations in finished leather

National Occupational Standard

Unit Code	LSS/N0101
Unit Title (Task)	Assist in dry operations in finished leather
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to check equipment and materials related to finished leather
Scope	<p>Equipment</p> <ul style="list-style-type: none"> • Buffing Machine • Dusting Machine • Shaving Machine • Staking Machine • Toggling Machine • Emery Roller • Rubber Roller • Alloy Roller • Shaving Machine • Chain Block • Blade Roller • Hooks <p>Types of Leather</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>Tools</p> <ul style="list-style-type: none"> • Trolleys • Vernier scale • Screw Driver • Spanner <p>Component</p> <ul style="list-style-type: none"> • Color • Dimension • Texture

LSS/N0101 Assist in dry operations in finished leather

	<ul style="list-style-type: none"> Leather defects Leather types Leather properties Leather Coating <p>Services</p> <ul style="list-style-type: none"> Shaving Operation Buffing Operation Snuffing Operation Staking Toggling <p>Opportunities for learning</p> <ul style="list-style-type: none"> From colleagues and other relevant people Active participation in training and development activities Active participation in footwear manufacturing activities <p>Targets</p> <ul style="list-style-type: none"> Productivity Personal development
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Prepare for mechanical operations in finished leather	<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. Assist in processing the material by carrying out a mechanical operations</p> <p>PC3. Follow the instructions given on the work ticket or job card in line with the responsibilities of your job role</p> <p>PC4. Handle and transport material, including hides, skins, leather, in the most effective manner and in the correct sequence</p> <p>PC5. Compare to match the materials used with the specification in terms of colour matching within a product / between a pair of products, where applicable</p> <p>PC6. Handle the material in order to avoid contaminating and damaging the material during the process</p> <p>PC7. Report any damaged work to the supervisor/ quality controller</p> <p>PC8. Sort and place work to assist with the next stage of production and minimise the risk of damage</p> <p>PC9. Leave work area safe and secure when work is complete</p> <p>PC10. Ask for help and information from your colleagues, supervisor when necessary, in a polite manner</p>

LSS/N0101 Assist in dry operations in finished leather

	PC11. Anticipate and respond to requests for assistance from colleagues willingly and politely
Provide assistance in buffing operations	PC12. Assist in setting up of machine PC13. Check that the materials to be used are free from faults PC14. Process component parts to the quality standard required PC15. Report any damaged work to the responsible person PC16. Help producing the required batch of components to match the job card and the company's production targets PC17. Sort and place work to assist the next stage of production and minimise the risk of damage PC18. Repeat process as per requirement mentioned in job card PC19. Leave work area safe and secure when work is complete
Provide assistance in shaving operations	PC20. Follow the instructions and special instructions on the work ticket PC21. Use the correct tools and equipment PC22. Check and report faults in the materials PC23. Assist in processing component parts PC24. Feed the leather side into the machine PC25. Receive the leather side from the machine PC26. Measure and check the thickness of shaved leather to make sure that the thickness is uniform and as per specification PC27. Report any damaged work to the responsible person PC28. Sort and place work to assist the next stage of production and minimise the risk of damage PC29. Leave work area safe and secure when work is complete
Provide assistance in staking and toggling operations	PC30. Follow the instructions and special instructions on the work ticket PC31. Use the correct tools and equipment PC32. Check that the materials to be used are free from faults PC33. Report faults in the materials PC34. Report any damaged work to the responsible person PC35. Feed the hide/skin into the machine PC36. Check the thickness of the leather piece being fed in PC37. Perform the operation as per the operating procedure PC38. Arrange and pass completed work onto the next stage in production PC39. Unhook, sort and place work to assist the next stage of production and minimise the risk of damage PC40. Leave work area safe and secure when work is complete
Knowledge and Understanding w.r.t the Scope	
Element	Knowledge and Understanding (K)
A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: KA1. The organisation's rules, codes, guidelines and standards KA2. Responsibilities under health, safety and environmental regulations KA3. The main types and characteristics of hides, skins or leather produced by the company

LSS/N0101 Assist in dry operations in finished leather

	<p>KA4. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA5. Procedures with regard to material re-usage and disposal</p> <p>KA6. Method to handle tools and equipment safely and the health and safety implications of not doing so</p> <p>KA7. Responsibilities and line of reporting within the work area</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The main types and characteristics of hides, skins or leather produced</p> <p>KB2. The purpose of each operation in the production process</p> <p>KB3. The sections of the work ticket relevant to the work required</p> <p>KB4. The ways by which material can be contaminated or damaged during processing and the effects on quality</p> <p>KB5. Procedures with regard to material re-usage and disposal</p> <p>KB6. Styles of finished leather currently being produced</p> <p>KB7. Method of interpreting product specifications</p> <p>KB8. Feeding details of the buffing machine</p> <p>KB9. Methods to minimize wastage</p> <p>KB10. Identification of tools and equipments needed for the operation</p> <p>KB11. Method to handle hides and materials and avoid making them unusable</p> <p>KB12. Thickness of leather piece for different articles</p> <p>KB13. Number of pieces that can be shaved by one blade</p> <p>KB14. The purpose of the main operations involved in completing the production process</p> <p>KB15. Feeding details for the shaving machine</p> <p>KB16. Application of dye solution</p> <p>KB17. Horsing up period</p>
Skills (S)	
Core Skills / Generic Skills	<p>On the job the individual needs to be able to:</p> <p>SA1. Communicate effectively in reading, writing and oral communication</p> <p>SA2. Reading, writing and understanding numbers</p> <p>SA3. Plan and manage work routine based on company procedure</p> <p>SA4. Perform responsibilities in line with Health, safety and environmental norms</p> <p>SA5. Follow company rules for safe disposal of waste and the implications of failing to follow the rules</p>
Professional Skills	<p>On the job the individual needs to be able to:</p> <p>SB1. Identify and select the type, grade and quantity of materials</p> <p>SB2. Keep equipment clean, safe and correct for use</p> <p>SB3. Identify equipment faults</p>

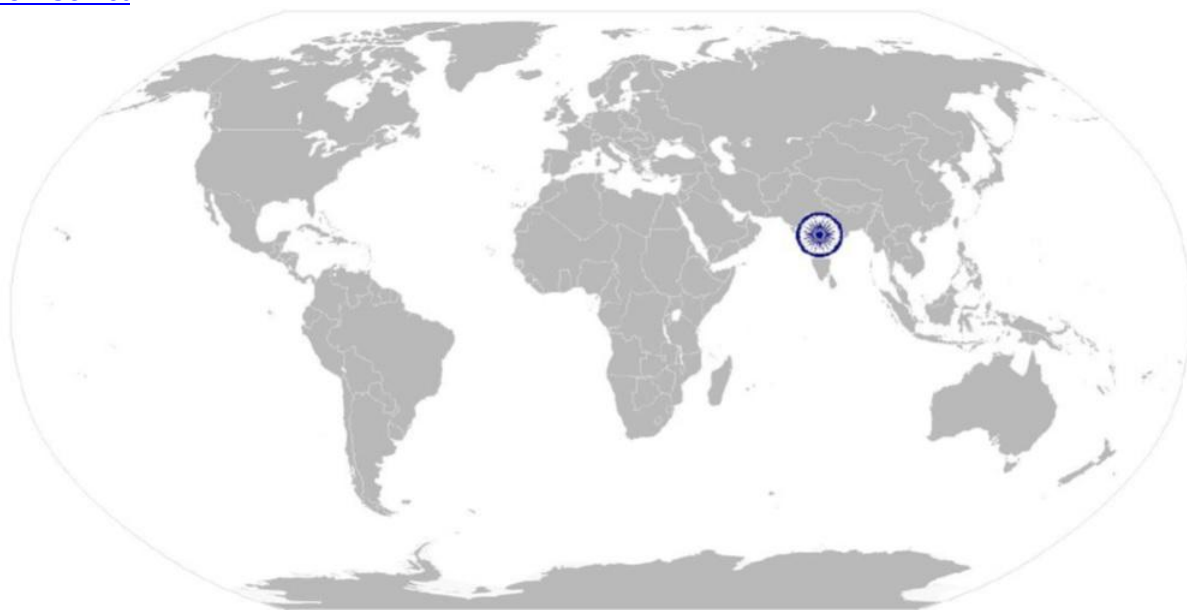
LSS/N0101 Assist in dry operations in finished leather

	SB4. Assist with basic routine equipment maintenance
	SB5. Handle material including the procedures for stacking it to avoid
	SB6. contamination
	SB7. Store processed materials
	SB8. Prevent contamination and damage
	SB9. Deal with changes to the production schedule
	SB10. Take appropriate decisions regarding to responsibilities

NOS Version Control

NOS Code	LSS/N0101		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	25 th July 2013
Sub-sector	Finished Leather	Last reviewed on	30 th July 2013
		Next review date	24 th December 2014

[Back To NOS List](#)



LSS/N0102 Contribute to achieving product quality in dry operations

National Occupational Standard



Overview

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

LSS/N0102 Contribute to achieving product quality in dry operations

National Occupational Standard

Unit Code	LSS/N0102
Unit Title (Task)	Contribute to achieving product quality in dry operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while supporting dry operation related activities
Scope	<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"> • Surface irregularities • Color mismatch • Texture mismatch • Specification mismatch • Surface defects <ul style="list-style-type: none"> ○ Warble hole ○ Scratch marks ○ Flay cut ○ Vein marks ○ Growth Marks ○ Prick Mark ○ Brand Marks <p>Corrective action</p> <ul style="list-style-type: none"> • Reporting • Repairing
Performance Criteria (PC) w.r.t the Scope	
Element	Performance Criteria

LSS/N0102 Contribute to achieving product quality in dry operations

<p>Contribute to achieving the product quality</p>	<p>To be competent, the user/individual on the job must be able to:</p> <ul style="list-style-type: none"> PC1. Set up and test equipment to meet quality standard PC2. Ensure the quality of the product meets specification during production PC3. Maintain the required productivity and quality levels PC4. Carry out quality checks at agreed intervals and in the approved way PC5. Apply the allowed tolerances PC6. Report and replace faulty materials and component parts which do not meet specification PC7. Identify process problems that effect product quality and report them promptly to appropriate people PC8. Maintain the continuity of production with minimum interruptions and downtime PC9. Identify faults and irregularities in equipment and machinery and take action within the limits of your responsibility PC10. Identify faults in finished products and trace their causes PC11. Follow reporting procedures PC12. Maintain records and documentation
<p>Knowledge and Understanding (K)</p>	
<p>A. Organisational Context (Knowledge of the company / organisation and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KA1. Types of problems with quality and methods to report them to appropriate people KA2. Consequences of not rectifying problems KA3. Methods to present any ideas for improvement to line manager KA4. Safe working practices and organisational procedures KA5. Limits of your own responsibility KA6. Ways of resolving with problems within the work area KA7. The importance of effective communication with colleagues KA8. The lines of communication, authority and reporting procedures KA9. The organisation's rules, codes and guidelines (including timekeeping) KA10. The companies quality standards KA11. The types of records kept, methods to complete the record and the importance of keeping them accurate KA12. The importance of complying with written instructions KA13. Equipment operating procedures / manufacturer's instructions KA14. Statutory responsibilities under Health, Safety and Environmental legislation and regulations

LSS/N0102 Contribute to achieving product quality in dry operations

B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The different types of faults likely to be found</p> <p>KB2. The different techniques and methods used to detect faults</p> <p>KB3. The inspection methods that can be used</p> <p>KB4. Importance of product checks</p> <p>KB5. The acceptable solutions for particular faults</p> <p>KB6. The consequences of not rectifying problems</p> <p>KB7. The types of adjustments suitable for specific types of faults</p> <p>KB8. Manufacturer's instructions</p>
Skills (S)	
A. Core Skills / Generic Skills	<p>The user/ individual on the job needs to know and understand how 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. Professional Skills	<p>The user/ individual on the job needs to know and understand how 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

NOS Code	LSS/N0102		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	25th July 2013
Sub-sector	Finished Leather	Last reviewed on	30th July 2013
		Next review date	24th December 2014

[Back To NOS List](#)

LSS/N0103 Maintain the work area, tools and machines to support the operations

National Occupational Standard



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/N0103 Maintain the work area, tools and machines to support the operations

National Occupational Standard

Unit Code	LSS/N0103
Unit Title (Task)	Maintain the work area, tools and machines to support the operations
Description	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.
Scope	Environmental conditions <ul style="list-style-type: none"> • Lighting • Ventilation • General comfort
Performance Criteria (PC) w.r.t the Scope	
Element	Performance Criteria
Maintain the work area, tools and machines	<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. Assist in carrying 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 minimize 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. Report the need for maintenance and/or cleaning outside your area of responsibility</p> <p>PC8. Report unsafe equipment and other dangerous occurrences</p> <p>PC9. Maintain the correct machine guards for equipment</p> <p>PC10. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC11. Carry out cleaning according to schedules and limits of responsibility</p> <p>PC12. Dispose waste safely in the designated location</p> <p>PC13. Store cleaning equipment safely after use</p> <p>PC14. Give inputs and assist in completing documentation</p>
Knowledge and Understanding (K)	
A. Organisational Context (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</p>

LSS/N0103 Maintain the work area, tools and machines to support the operations

	relevant to your role KA6. The organisation's guidelines related to maintenance of equipment KA7. Documentation required for maintenance and reporting
B. Technical/ Domain knowledge	The user/individual on the job needs to know and understand: KB1. Work instructions and specifications and interpret them accurately KB2. Lifting and handling procedures KB3. The importance of taking action when problems are identified KB4. Different ways of minimising waste KB5. Different types of machine guards for equipment KB6. The importance of running maintenance and regular cleaning KB7. Effects of contamination on products i.e. machine oil, dirt KB8. Maintenance procedures and manufacturer's instructions KB9. Different types of cleaning equipment/ substances and their use
Skills (S)	
A. Core Skills / Generic Skills	The user/ individual on the job needs to understand: SA1. Communicate effectively SA2. Plan and manage work routine based on company procedure
B. Professional Skills	The user/ individual on the job needs to be: SB1. Take appropriate decisions regarding to responsibilities SB2. Support work area maintenance in the production line

NOS Version Control

NOS Code	LSS/N0103		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	25th July 2013
Sub-sector	Finished Leather	Last reviewed on	30th July 2013
		Next review date	24th December 2014

[Back To NOS List](#)

LSS/N0104 Maintain health, safety and security at workplace

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 workplace

National Occupational Standard	Unit Code	LSS/N0104
	Unit Title (Task)	Maintain health, safety and security at workplace
	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>Organisational 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</p> <p>Medical Emergencies</p> <p>Evacuation process</p>
		Performance Criteria (PC) w.r.t the Scope
	Element	Performance Criteria
	Maintain health, safety and security 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 the workplace</p>

LSS/N0104 Maintain health, safety and security at workplace

	<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. 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-through 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>
Knowledge and Understanding (K)	
A. Organisational 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> <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</p>

LSS/N0104 Maintain health, safety and security at workplace

	accident, emergency or fire
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)	
A. 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>
B. 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>

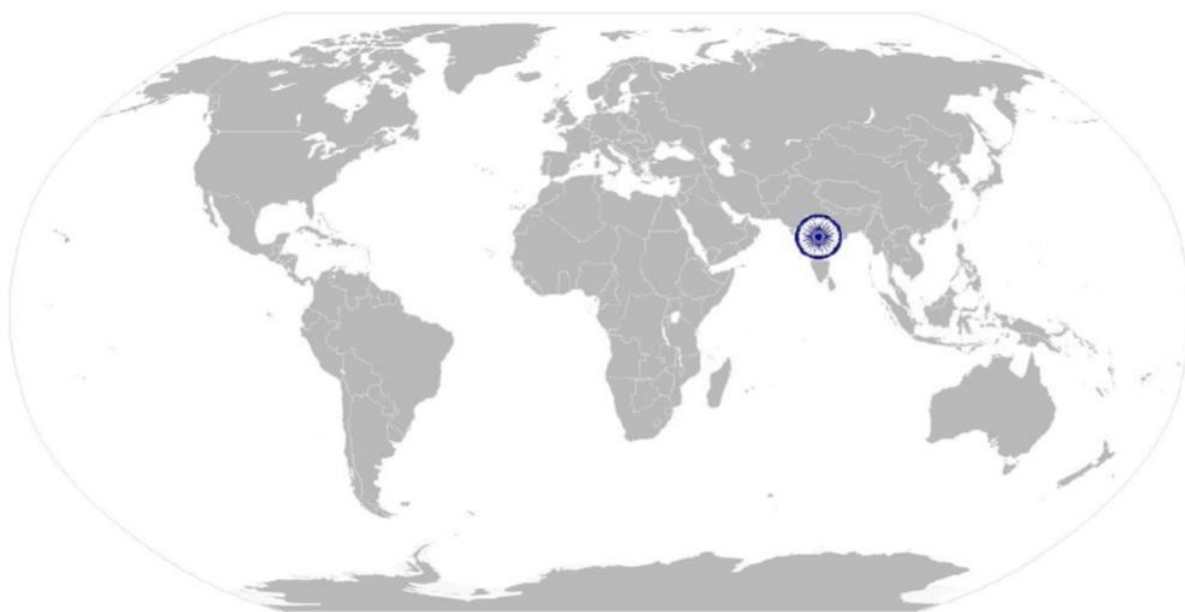
NOS Version Control

NOS Code	LSS/N0104		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	25 th July 2013
Sub-sector	Finished Leather	Last reviewed on	30 th July 2013
		Next review date	24 th December 2014

[Back To NOS List](#)

LSS/N0105 Comply with industry, regulatory and organizational 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 organizational 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>Organisational 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
	Comply with legal, regulatory and ethical requirements	<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 your supervisor or other authorized personnel</p> <p>PC3. Apply and follow these policies and procedures within your work practices</p> <p>PC4. Provide support to your supervisor and team members in enforcing these considerations</p> <p>PC5. Identify and report any possible deviation to these requirements</p>

LSS/N0105 Comply with industry, regulatory and organizational requirements

Knowledge and Understanding (K)	
A. Organisational 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 your company and yourself due to practice of these procedures</p> <p>KA3. Specific to the industry/sector, know and understand:</p> <ol style="list-style-type: none"> Legal, regulatory and ethical requirements Procedures to follow if someone does not meet the requirements <p>KA4. Customer specific requirements mandated as a part of your 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 your 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 your team members into following procedures</p> <p>SA3. Participate and influence your 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	25 th July 2013
Sub-sector	Finished Leather	Last reviewed on	30 th July 2013
		Next review date	24 th December 2014

[Back To NOS List](#)