

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HELPER – BOTTOM MAKING [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 BOTTOM MAKING (FOOTWEAR)

SECTOR: LEATHER SECTOR

SUB-SECTOR: FOOTWEAR

OCCUPATION: BOTTOM MAKING OPERATIONS (ASSISTANCE)

REFERENCE ID:LSS/Q3301

Helper – Bottom Making is an important job-role associated with the Footwear sector. With the growing demand for skills, the importance of a multi-skilled Helper with knowledge and skills in multiple operations has increased.

Brief Job Description: A Helper– Bottom Making provides assistance to the footwear machine operators involved in material lasting, buffing, roughing, adhesive adding etc. He/ she is required to co-ordinate with team members and is required to assist the operators to carry out activities based on the production schedule..

Personal Attributes: A Helper should be willing to learn new roles and responsibilities within the factory. The individual should have good hand eye coordination, hand and finger dexterity and good motoring skills. He/ She should be able to pick up new methods and process and be willing to learn and work with people.

Qualifications Pack Code	LSS/Q3301		
Job Role	Helper - Bottom Making (Footwear)		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	27th November 2013
Sub-sector	Footwear	Last reviewed on	
Occupation	Bottom Making (Assistance)	Next review date	24th December 2014
Job Role	Helper - Bottom Making (Footwear)		
Role Description	Helper– Bottom Making provides assistance to the footwear machine operators involved in material lasting, buffing, roughing, adhesive adding etc. He/ she is required to co-ordinate with team members and is required to assist the operators to carry out activities based on the production schedule. He/she should understand the importance of the quality within the footwear manufacturing processes and support the operators to ensure set standards are achieved within the work area.		
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/N3301 - Carry out supporting operations in footwear bottom making 2. LSS/N3302 - Support to achieving product quality in footwear bottom making activities 3. LSS/N0103 - Maintain the work area, tools and machines to support the operations 4. LSS/N3104 - 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

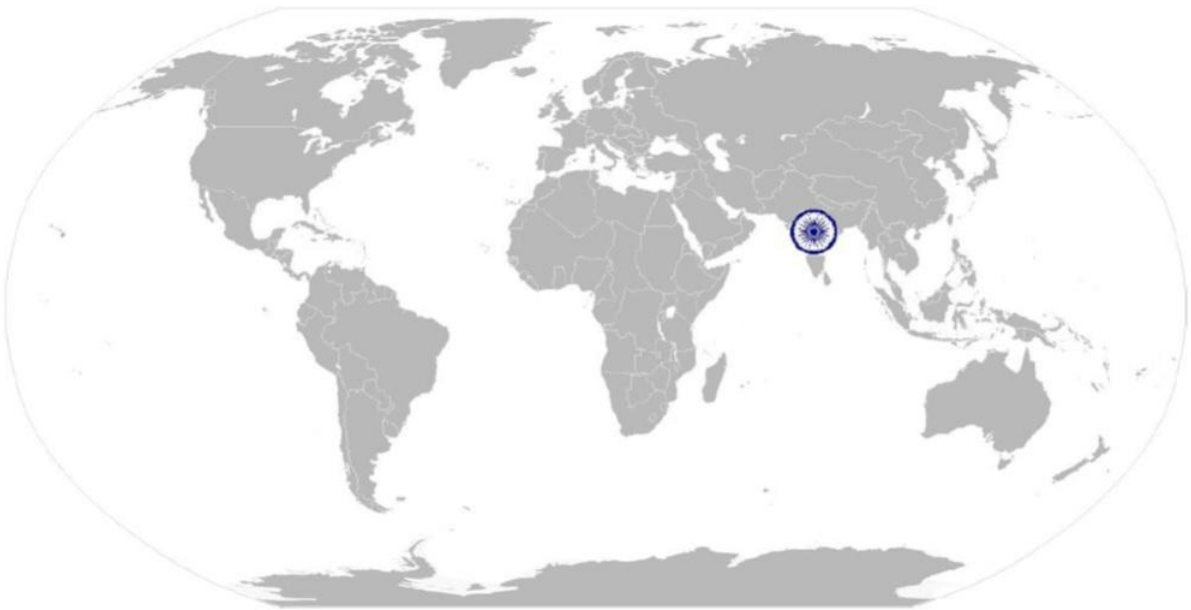
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further 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 fulfil 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/N3301 Carry out supporting operations in footwear bottom making

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for carrying out supporting operations within bottom making processes in footwear.

LSS/N3301 Carry out supporting operations in footwear bottom making

National Occupational Standard	Unit Code	LSS/N3301
	Unit Title (Task)	Carry out supporting operations within footwear bottom making
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out supporting operations in bottoming footwear manufacturing processes.
	Scope	<p>Material</p> <ul style="list-style-type: none"> • Leather • Non-leather <p>Tools</p> <ul style="list-style-type: none"> • Mulling Chamber • Counter Tightening/Moulding Machine • Toe Moulding Machine • Forepart Lasting Machine • Side Lasting Machine • Seat Lasting Machine • Heat Setting Machine • Pounding/ Flattening Machine • Roughening Machine • Buffing/Scouring/Sand paper Machine • Bottom filling Machine • Reactivating Machine • Sole Pressing Machine • Brushes • Permanent Adhesives (PU & Rubber based) <p>Component</p> <ul style="list-style-type: none"> • Colour • Dimension • Texture • Leather defects • Leather types • Leather properties • Leather coating types <p>Services</p> <ul style="list-style-type: none"> • Sequence in making a footwear • Different designs and articles • Knowledge of different types of adhesives

LSS/N3301 Carry out supporting operations in footwear bottom making

	<ul style="list-style-type: none"> Knowledge of preparation/mixing of adhesives <p>Targets</p> <ul style="list-style-type: none"> Assist in achieving Productivity Assist in meeting Quality Specifications
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Carry out supporting operations within footwear	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Follow the instructions on the work ticket/ job card</p> <p>PC2. Check that the work area is free from hazards and report risks/problems likely to affect services to the relevant person promptly and accurately</p> <p>PC3. Support the operator in checking the materials used meet the specification matching</p> <ol style="list-style-type: none"> within a product between a pair of products where applicable <p>PC4. Agree and review your agreed upon work targets with your supervisor</p> <p>PC5. Assist in carrying out foundation footwear operations safely and at a rate which maintains work flow and meets production targets</p> <p>PC6. Report any damaged work to the responsible person</p> <p>PC7. Ask questions to obtain more information on tasks when the instructions you have are unclear</p> <p>PC8. Anticipate and respond to requests for assistance from colleagues willingly and politely</p> <p>PC9. Update & develop knowledge of the products, check with others when unsure of new product details</p> <p>PC10. Sort and place work to assist the next stage of production and minimise the risk of damage</p>
Assists in Mulling operations	<p>PC11. Choose the tools and materials required for the lasting process and get the closed uppers from the closing section</p> <p>PC12. Check that the numbers of closed uppers are equal to that in the work ticket/job card.</p> <p>PC13. Place the closed uppers in the mulling chamber for vaporizing</p> <p>PC14. Correctly sort and place the work to assist the next stage of production</p> <p>PC15. Clean and oil the machinery and report any repairs, if required</p>
Carry out insole putting	<p>PC16. Collects the closed uppers from the mulling chamber and puts the insole onto the lasts</p> <p>PC17. Correctly sort and place the work to assist the next stage of production</p> <p>PC18. Cleans the tools and keep the workplace tidy</p>
Assists in Counter Tightening & Toe	<p>PC19. Choose the tools and materials required for the lasting process and get the closed uppers from the closing section</p>

LSS/N3301 Carry out supporting operations in footwear bottom making

Attaching	<p>PC20. Place the closed uppers onto the counter tightening machine for counter tightening</p> <p>PC21. Takes the closed uppers from the machine after counter tightening and place the uppers to toe moulding machine</p> <p>PC22. Correctly sort and place the work to assist the next stage of production</p> <p>PC23. Clean and oil the machinery and report any repairs, if required</p>
Assist in Lasting Operations	<p>PC24. Choose the tools and materials required for the lasting process and get the uppers from the upper making section</p> <p>PC25. Check that the numbers of closed uppers are equal to that in the work ticket/job card.</p> <p>PC26. Place the closed uppers on to the forepart/toe lasting machine</p> <p>PC27. Take the closed uppers from the forepart lasting machine and place them on to the side lasting machine</p> <p>PC28. Take the closed uppers from the side lasting machine and place them on to the seat lasting machine</p> <p>PC29. Does back height marking on the last by tack</p> <p>PC30. Check the amount of wrinkles or folds and see that the lasting is properly done</p> <p>PC31. Correctly sort and place the work to assist the next stage of production</p> <p>PC32. Clean and oil the machinery and report any repairs, if required</p>
Assist in Heat Setting	<p>PC33. Choose the tools and materials required for the heat setting process and get the lasted uppers from the lasting section</p> <p>PC34. Check that the numbers of lasted uppers are equal to that in the work ticket/job card.</p> <p>PC35. Keep the lasted footwear in the heat setting machine</p> <p>PC36. Take the footwear out of the machine after the heat setting</p> <p>PC37. Correctly sort and place the work to assist the next stage of production</p> <p>PC38. Clean and oil the machinery and report any repairs, if required</p>
Assist in Pounding & Roughing Operations	<p>PC39. Choose the tools and materials required for the roughening process and get the lasted uppers from the heat setting section</p> <p>PC40. Check that the numbers of lasted uppers are equal to that in the work ticket/job card.</p> <p>PC41. Flatten the bottom of the lasted uppers with pounding machine</p> <p>PC42. Assist the operator in roughening out the finishing/peripheral layer of the lasted uppers</p> <p>PC43. Correctly sort and place the work to assist the next stage of production</p> <p>PC44. Cleans the tools and keep the workplace tidy</p>
Assist in Buffing Operations	<p>PC45. Choose the tools and materials required for the buffing process and get the footwear from the roughened section</p> <p>PC46. Help in sorting the roughened uppers to ensure quality norms are adhered to</p>

LSS/N3301 Carry out supporting operations in footwear bottom making

	<p>PC47. Assist the buffing operator to buff the roughened upper to make it dust free</p> <p>PC48. Correctly sort and place the work to assist the next stage of production</p> <p>PC49. Clean the tools and keep the workplace tidy</p>
Carry out Bottom filling	<p>PC50. Choose the tools and materials required for the bottom filling and get the footwear pieces from the buffing section</p> <p>PC51. Check that the numbers of buffed uppers are equal to that in the work ticket/job card.</p> <p>PC52. Attach bottom fillers to the buffed uppers</p> <p>PC53. Check the quality and appearance of the product as per job card</p> <p>PC54. Correctly sort and place the work to assist the next stage of production</p> <p>PC55. Clean the tools and keep the workplace tidy</p>
Carry out adhesive adding	<p>PC56. Choose the tools and materials required for adhesive adding and get the footwear pieces from the bottom filling section</p> <p>PC57. Apply two thin layers of adhesive on the lasted part of the uppers</p> <p>PC58. Apply one thin layer of adhesive on the sole</p> <p>PC59. Dry the adhesive in normal condition</p> <p>PC60. Correctly sort and place the work to assist the next stage of production</p> <p>PC61. Clean the tools and keep the workplace tidy</p>
Assists in Reactivation	<p>PC62. Choose the tools and materials required for the reactivation</p> <p>PC63. Place the lasted bottom and sole in the reactivation chamber/machine</p> <p>PC64. Take the lasted bottom and sole out of the chamber after the reactivation process</p> <p>PC65. Correctly sort and place the work to assist the next stage of production</p> <p>PC66. Clean and oil the machinery and report any repairs, if required</p>
Assists in Sole Pressing	<p>PC67. Choose the tools and materials required for the sole pressing</p> <p>PC68. Put the sole on to the lasted uppers by hand</p> <p>PC69. Place the lasted footwear on the sole pressing machine</p> <p>PC70. Take the completed footwear out of the sole pressing machine</p> <p>PC71. Correctly sort and place the work to assist the next stage of production</p> <p>PC72. Clean and oil the machinery and report any repairs, if required</p>
Assists in Cooling & De-lasting	<p>PC73. Choose the tools and materials required for the sole pressing</p> <p>PC74. Place the lasted footwear for cooling in the machine</p> <p>PC75. Take the footwear out, after the cooling</p> <p>PC76. Place the footwear in the de-lasting machine</p> <p>PC77. Check the quality and appearance of the product as per job card</p> <p>PC78. Correctly sort and place the work to assist the next stage of production</p> <p>PC79. Clean and oil the machinery and report any repairs, if required</p>

LSS/N3301 Carry out supporting operations in footwear bottom making

Insertion of socks	<p>PC80. Insert the socks into the footwear</p> <p>PC81. Check the quality and appearance of the product as per job card</p> <p>PC82. Correctly sort and place the work to assist the next stage of production</p> <p>PC83. Check that the number of lasted uppers are equal to that in the work ticket/job card</p> <p>PC84. Clean the tools and keep the workplace tidy</p>
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 procedures and guidelines related to footwear manufacturing processes</p> <p>KA2. Common hazards in the work area and workplace procedures to deal with them</p> <p>KA3. Work target and review mechanism with your supervisor</p> <p>KA4. The different components of footwear</p> <p>KA5. Storage and assembly areas for different processes</p> <p>KA6. The various machinery and tools used for the different processes</p> <p>KA7. Location and process for storage and disposal of waste materials</p> <p>KA8. Importance of team work and harmonious working relationships</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The complete sequences of the processes involved in footwear making</p> <p>KB2. Styles/ design of the products currently being produced</p> <p>KB3. The importance of final appearance of the footwear and quality as per the specifications</p> <p>KB4. The mulling process and the related equipments used</p> <p>KB5. The method of insole putting</p> <p>KB6. The process of counter tightening and toe attaching and the related equipments used</p> <p>KB7. The lasting process and the related equipments used</p> <p>KB8. How to tack the back height properly</p> <p>KB9. The heat setting process and the related equipments</p> <p>KB10. The pounding and roughing processes and the related equipments used</p> <p>KB11. The buffing process and the related equipments used</p> <p>KB12. The correct method of buffing without damaging the lasted uppers</p> <p>KB13. The bottom filling process</p> <p>KB14. The process of adhesive adding and the related equipments used</p> <p>KB15. The importance of correct preparation/mixing of adhesives</p> <p>KB16. The time and consistency required for drying</p> <p>KB17. The reactivation process and the related equipments used</p> <p>KB18. The process of sole pressing</p>

LSS/N3301 Carry out supporting operations in footwear bottom making

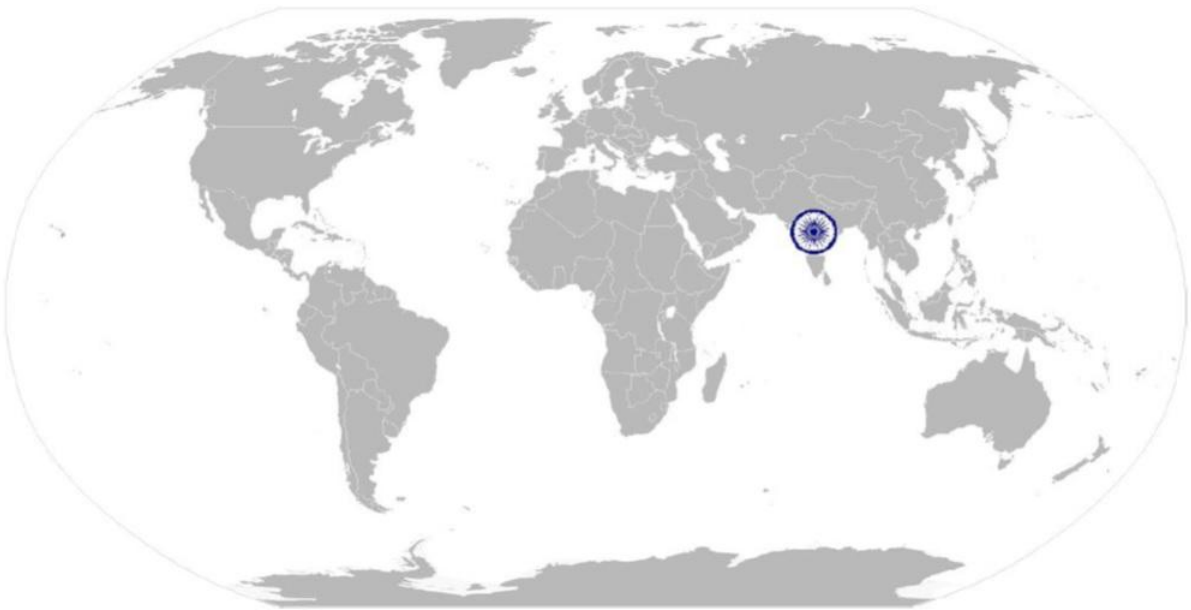
	<p>KB19. How to insert the sock into the footwear</p> <p>KB20. Potential faults in the various processes and methods to avoid them</p> <p>KB21. Styles/ design of the products currently being produced</p> <p>KB22. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB23. Manufacturers' instructions</p>
Skills (S)	
A. 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. Communicate orally in the local language</p> <p>SA3. Basic counting skills</p> <p>SA4. Accept and interpret instructions and requirements correctly</p> <p>SA5. Follow the instructions of the reporting authority</p>
B. Professional Skills	<p>On the job the individual needs to be able to:</p> <p>SB1. Sort, count and validate the footwear as per the specifications in the job card</p> <p>SB2. Do the insole putting accurately</p> <p>SB3. Tack the back of the lasted upper accurately</p> <p>SB4. Use brushes properly for applying adhesives and with minimum wastage/spillage</p> <p>SB5. Maintain materials safely and with minimum wastage</p> <p>SB6. Have good attention to detail, appearance and quality</p> <p>SB7. Conduct a visual inspection of the quality and final appearance of the footwear as per specifications of the job card</p>

NOS Version Control

NOS Code	LSS/N3301		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	4th December 2013
Sub-sector	Footwear	Last reviewed on	
		Next review date	24th December 2014

[Back To NOS List](#)

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to ensure the quality of the production while undertaking supporting bottom making activities.

LSS/N3302 Support to achieving product quality in footwear bottom making activities

National Occupational Standard

Unit Code	LSS/N3302
Unit Title (Task)	Support to achieving product quality in footwear bottom making activities
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to ensure the quality of the production while supporting the bottom making activities.
Scope	<p>Finished Leather Types</p> <ul style="list-style-type: none"> • Full Grain • Top Grain • Corrected Grain • Split Leather • PU Coated leather • PVC coated 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 • quality parameters of full shoe <ul style="list-style-type: none"> ○ colour matching ○ grain matching ○ defects ○ back height ○ side height ○ sole attachment • Texture mismatch • Specification mismatch • Surface defects • Warble hole • Scratch marks • Flay cut • Vein marks • Growth Marks • Prick Mark • Brand Marks <p>Process knowledge</p> <ul style="list-style-type: none"> • ISO

LSS/N3302 Support to achieving product quality in footwear bottom making activities

	<ul style="list-style-type: none"> • 5S process knowledge <p>Corrective action</p> <ul style="list-style-type: none"> • Reporting • Repairing <p>Tolerances</p> <ul style="list-style-type: none"> • Productivity • Wastage
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. Ensure materials and component parts meet specifications</p> <p>PC2. Ensure the quality of the product meets specification during production</p> <p>PC3. Maintain the required productivity and quality levels</p> <p>PC4. Carry out quality checks at agreed intervals and in the approved way</p> <p>PC5. Count and verify the number of uppers are as specified in the job card</p> <p>PC6. Check for any imperfections/dust/contaminations on the uppers and report them</p> <p>PC7. Sort the components as per the job card after counter moulding, lasting and roughening, pounding, buffing, reactivation etc before passing it to the next stage of production</p> <p>PC8. Ensure that the quality and appearance of the uppers are not affected during materials movement</p> <p>PC9. Check for excess glue/adhesives on the vamp and clean/report them</p> <p>PC10. Checks the brand, logo, price, size and other stampings are neat and as per job card</p> <p>PC11. Maintain the continuity of production with minimum interruptions and downtime</p>
Reporting & Documentation	<p>PC1. Identify causes of faults and take action to rectify the same to maintain product quality</p> <p>PC2. Follow reporting procedures where the cause of faults cannot be identified</p>
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 companies quality standards</p> <p>KA2. The importance of complying with written instructions</p> <p>KA3. Types of problems with quality and how to report them to appropriate people</p> <p>KA4. Consequences of not rectifying problems</p> <p>KA5. Safe working practices and organizational procedures</p>

LSS/N3302 Support to achieving product quality in footwear bottom making activities

	KA6. Limits of your own responsibility KA7. The lines of communication, authority and reporting procedures KA8. The organization's rules, codes and guidelines KA9. Manufacturer's instructions
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: KB1. Methods to receive work instructions and specifications and interpret them accurately KB2. The types of faults in materials and tools KB3. Process to identify materials which do not conform to requirements and how to report them to appropriate people KB4. Awareness of material/fabric / yarn types KB5. The causes of lost production and material wastage KB6. Importance of final look and appearance of the footwear KB7. Importance/properties of adhesives and application KB8. Knowledge of insole putting, bottom filling, adhesive adding and buffing process and their implications KB9. Process to maintain the flow of production KB10. The importance of achieving quality and its relation to the end user / customer
Skills (S)	
A. Core Skills / Generic Skills	On the job the individual needs to be able to: SA1. Read, write and communicate orally SA2. Plan and manage work routine based on company procedure
B. Professional Skills	On the job the individual needs to be able to: SB1. Handle problems that occur during bottoming activities SB2. Handle different materials SB3. Follow quality control procedures SB4. Attention to detail and good hand eye coordination

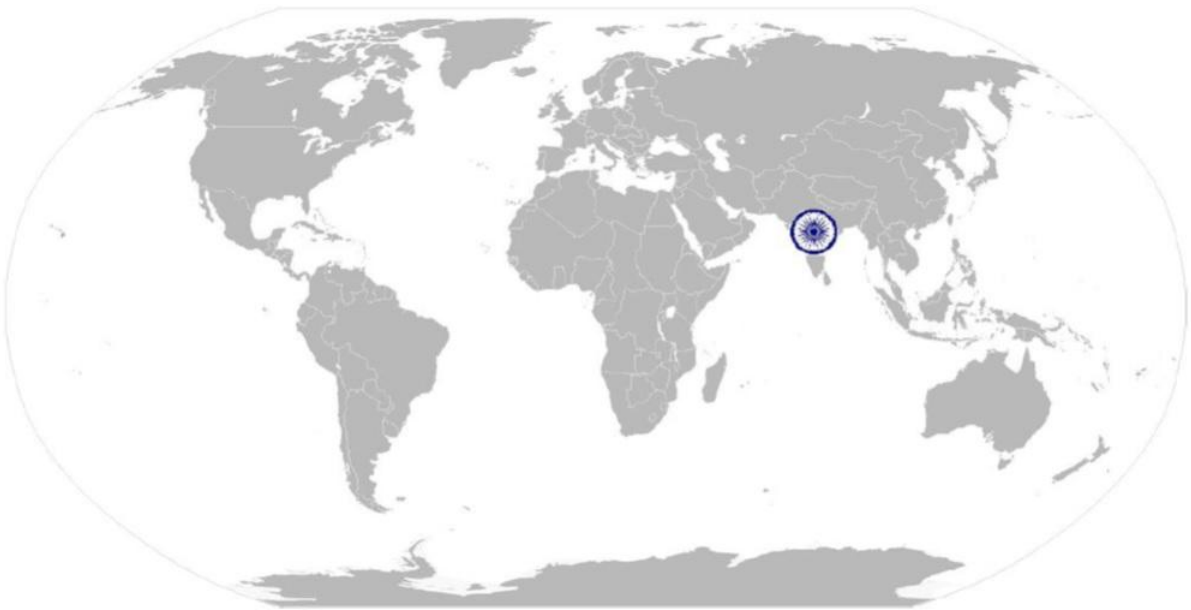
NOS Version Control

NOS Code	LSS/N3302		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	27th November 2013
Sub-sector	Footwear	Last reviewed on	
		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
Work area /tools/ machinery maintenance	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Handle materials, machinery, equipment and tools safely and correctly PC2. Assist in carrying out checks to ensure the environmental conditions required for production are met PC3. Follow correct lifting and handling procedures PC4. Follow instructions with regard to materials to minimize waste PC5. Maintain a clean and hazard free working area PC6. Maintain tools and equipment as per organization guidelines and manufacturer's instructions PC7. Report the need for maintenance and/or cleaning outside your area of responsibility PC8. Report unsafe equipment and other dangerous occurrences PC9. Maintain the correct machine guards for equipment PC10. Use cleaning equipment and methods appropriate for the work to be carried out PC11. Carry out cleaning according to schedules and limits of responsibility PC12. Dispose waste safely in the designated location PC13. Store cleaning equipment safely after use PC14. Give inputs and assist in completing documentation
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Safe working practices and organizational procedures KA2. Potential threats/ dangerous occurrences in the work area KA3. Ways of resolving problems within the work area KA4. The lines of communication, authority and reporting procedures KA5. The quality standards and processes followed by the organization relevant to your role

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

	KA6. The organization'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

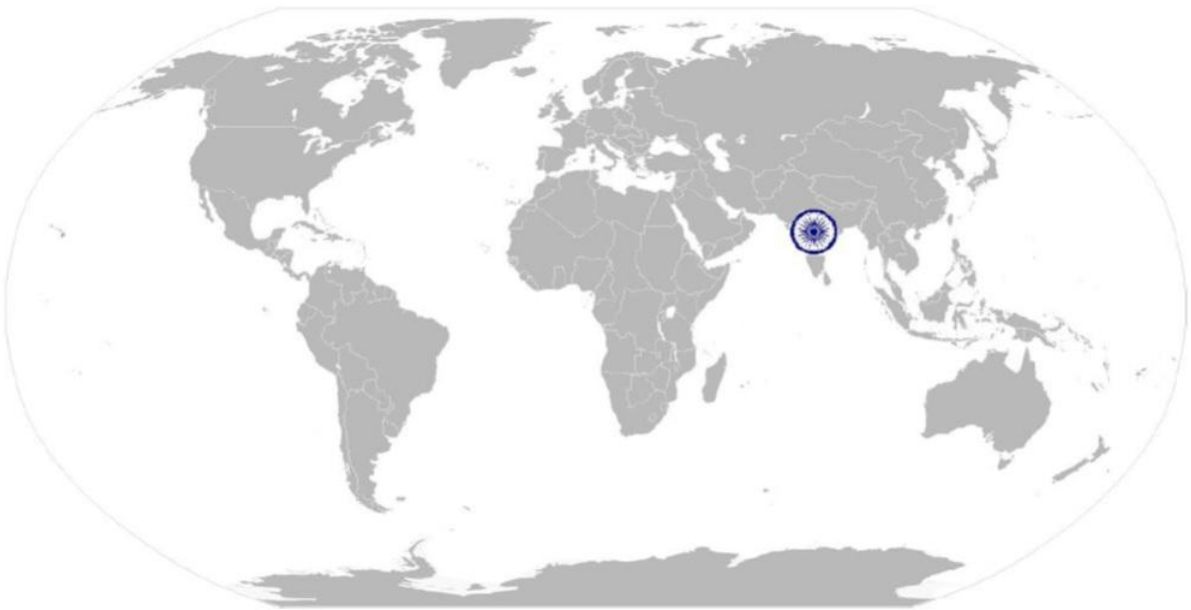
NOS Version Control

NOS Code	LSS/N0103		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	27th November 2013
Sub-sector	Footwear	Last reviewed on	
		Next review date	24th December 2014

[Back To NOS List](#)

LSS/N3104 Maintain health, safety and security at workplace

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimise risk to self and others.

LSS/N3104 Maintain health, safety and security at workplace

National Occupational Standard	Unit Code	LSS/N3104
	Unit Title (Task)	Comply with health, safety and security requirements at work
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimise risk to self and others.
	Scope	<p>Hazards and Risks/ threats</p> <ul style="list-style-type: none"> • 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 • Substance leaks (contamination, spillages or emissions) • Physical and Information Security related breaches <p>Organizational Procedures</p> <ul style="list-style-type: none"> • Production line • Personal protective equipment (PPE) • 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
	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 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</p>

LSS/N3104 Maintain health, safety and security at workplace

	<p>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. Safely handle and move waste and debris</p> <p>PC8. Minimize health and safety risks to self and others due to own actions</p> <p>PC9. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC10. Monitor the workplace and work processes for potential risks and threats</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. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC16. Follow organization procedures for shutdown and evacuation when required</p>
Reporting & Documentation	<p>PC17. Report any service malfunctions that cannot be rectified</p> <p>PC18. Report hazards and potential risks/ threats to supervisors or other authorized personnel</p>
Waste Disposal	<p>PC19. 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>

LSS/N3104 Maintain health, safety and security at workplace

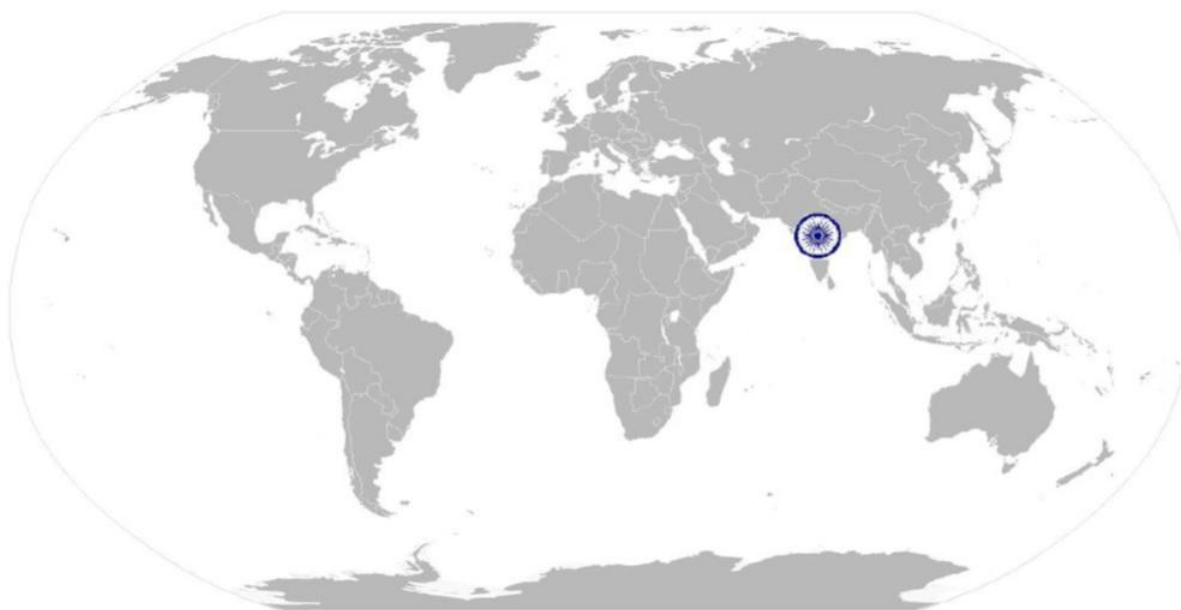
	<p>KA4. Potential risks due to own actions and methods to minimize these</p> <p>KA5. Environmental management system related procedures at the workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. 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>

LSS/N3104 Maintain health, safety and security at workplace

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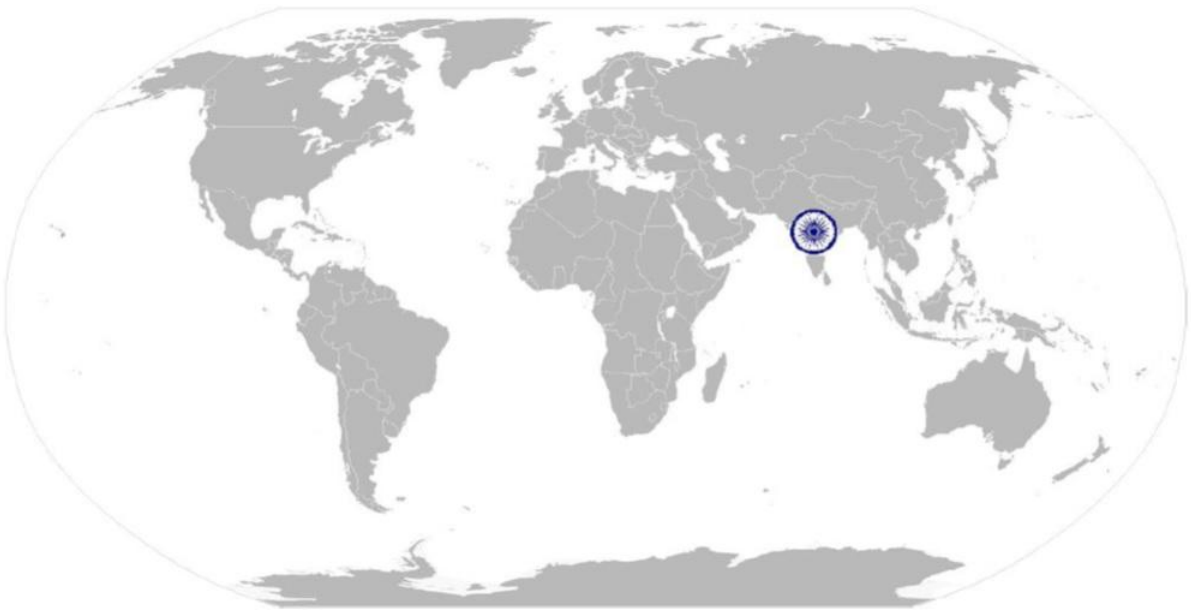
NOS Code	LSS/N3104		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	27 th November 2013
Sub-sector	Footwear	Last reviewed on	
		Next review date	24 th December 2014

[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>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 clarification 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)	
C. 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 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 work process</p>
D. 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	27 th November 2013
Sub-sector	Footwear	Last reviewed on	
		Next review date	24 th December 2014

[Back To NOS List](#)