

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HELPER– FINISHING OPERATION (LEATHER GOODS & GARMENTS) [LEATHER SECTOR]

What are Occupational Standards (OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack – HELPER FINISHING OPERATION (LEATHER GOODS & GARMENTS)

SECTOR:LEATHER SECTOR

SUB-SECTOR:GOODS AND GARMENTS

OCCUPATION:HELPER FINISHING OPERATION (LEATHER GOODS & GARMENTS)

REFERENCE ID:LSS/Q6201

A Helper – Finishing (Leather Goods & Garments) is an important job-role associated with the goods and garments sector. With the growing demand for skills, the importance of a multi-skilled Helper with knowledge and skills in multiple leather operations has increased.

Brief Job Description: The primary responsibility of a Helper - Finishing is to provide assistance to the goods and garments machine operators involved in colouring, lamping, cleaning and packaging etc. A Helper 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 be passionate about building skills for crafting intricate products while maintaining quality and timelines. He/ She should be able to pick up new methods and processes and be willing to learn and work with people.

Qualifications Pack Code	LSS /Q6201		
Job Role	Helper – Finishing (Leather Goods & Garments)		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	27th November 2013
Sub-sector	Goods and Garments	Last reviewed on	
Occupation	Finishing Operation (Assistance)	Next review date	24th December 2014
Job Role	Helper – Finishing (Leather Goods & Garments)		
Role Description	The primary responsibility of a Helper - Finishing is to provide assistance to the goods and garments machine operators involved in colouring, lamping, cleaning and packaging etc. A Helper 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 goods and garments 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/N6201 - Carry out supporting operations in finishing of leather goods and garments 2. LSS/N6202 - Contribute to achieving product quality in finishing operations 3. LSS/N0103 - Maintain the work area, tools and machine 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

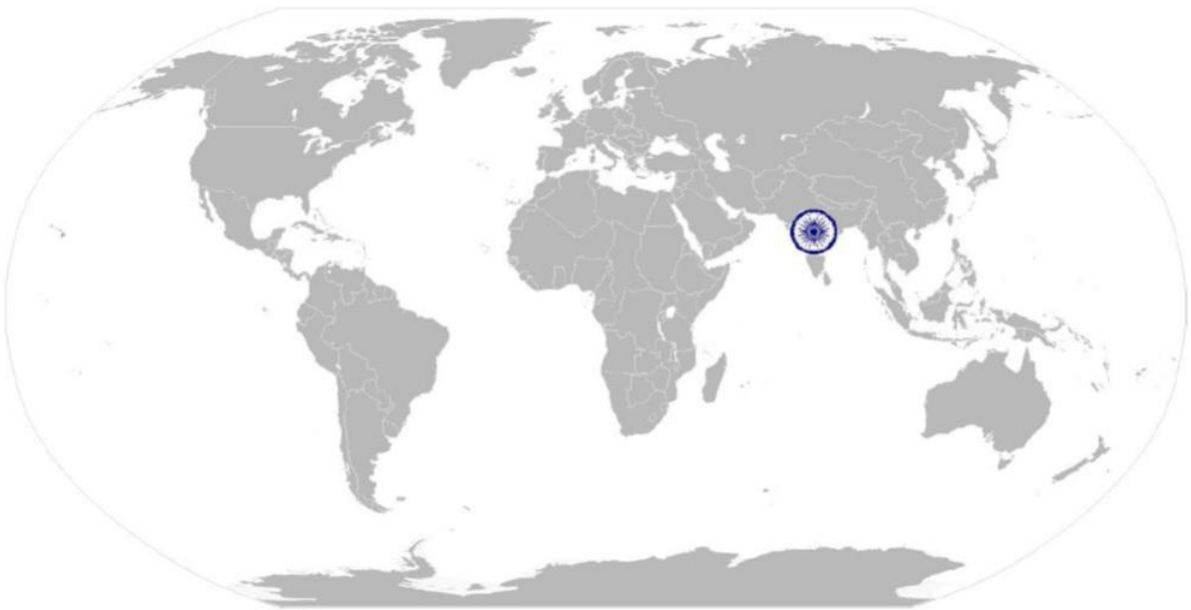
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further 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 fulfill achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding; he/she needs to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to find the required one.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of required performance.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform up to the required standard.



Acronyms

Keywords /Terms	Description
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework
PU	Polyurethane
PVC	Polyvinyl Chloride
TBD	To Be Determined

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out supporting operations in the finishing process of leather goods and garments.



LSS/N6201 Carry out supporting operations in finishing of leather goods and garments

Unit Code	LSS/N6201
Unit Title (Task)	Carry out supporting operations in the finishing process of leather goods and garments
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out supporting operations in the finishing process of leather goods and garments.
Scope	<p>Material:</p> <ul style="list-style-type: none"> • Leather • Non-leather • Polish (Wax/Cream/Spray) • Paint <p>Tools / Machines:</p> <ul style="list-style-type: none"> • Brushes • Soft sponge rubber • Scissors • Sponge • Lamping machine • Ironing Machine <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 <p>Targets</p> <ul style="list-style-type: none"> • Assist in achieving Productivity <p>Assist in meeting Quality Specifications</p>
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Carry out supporting operations within goods and	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Check that the work area is free from hazards</p> <p>PC2. Follow the instructions on the work ticket/ job card</p>

LSS/N6201 Carry out supporting operations in finishing of leather goods and garments

garments	<p>PC3. Assist in carrying out foundation operations safely and at a rate which maintains work flow and meets production targets</p> <p>PC4. Report any damaged work to the responsible person</p> <p>PC5. Sort and place work to assist the next stage of production and minimise the risk of damage</p> <p>PC6. Leave work area safe and secure when work is complete</p> <p>PC7. Adhere to legal requirements and organizational procedures and guidelines while undertaking tasks</p>
Colour garments	<p>PC8. Apply colour with the help of a sponge on the garments</p> <p>PC9. Dry the garments</p> <p>PC10. Carry the garments to the washing department</p> <p>PC11. Sort and place work to assist the next stage of production and to minimise the risk of damage</p>
Carry out cleaning Operations	<p>PC12. Clean the final article to remove all residue, dirt, adhesive or any other contamination by hand/ machine</p> <p>PC13. Shine the metal parts of the articles, like buckles, buttons etc</p> <p>PC14. Sort and place work to assist the next stage of production and to minimise the risk of damage</p>
Carry out lamping operation	<p>PC15. Burn the extra threads of the good / garment</p> <p>PC16. Sort and place work to assist the next stage of production and to minimise the risk of damage</p>
Carry out final finishing of article	<p>PC17. Trim excess threads from the article</p> <p>PC18. Check for any incorrect/ damaged stitch/design embroidery</p> <p>PC19. Hand over to alteration section to mend minor defects</p> <p>PC20. Minimise waste and dispose of all waste materials in the approved manner</p> <p>PC21. Sort and place work to assist the next stage of production and to minimise the risk of damage</p>
Carry out Packaging Operations	<p>PC22. Wrap the metal parts of the good/ garment</p> <p>PC23. Attach brand labels on the article</p> <p>PC24. Attach barcodes/price tags on the article</p> <p>PC25. Fill all the pockets with packing material to prevent distortion of shape</p> <p>PC26. Wrap the article in paper and prepare for packing in boxes</p> <p>PC27. Count the number of packed boxes</p> <p>PC28. Arrange the specified number of boxes in cartons</p> <p>PC29. Seal the cartons and prepare for dispatch</p> <p>PC30. Load the cartons in vehicles to dispatch to client</p> <p>PC31. Minimise waste and dispose of all waste materials in the approved manner</p> <p>PC32. Sort and place work to assist the next stage of production and to minimise the risk of damage</p> <p>PC33. Safely store and dispose of waste materials</p>

Knowledge and Understanding w.r.t the Scope

LSS/N6201 Carry out supporting operations in finishing of leather goods and garments

Element	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. The organization's procedures and guidelines related to goods/garments manufacturing processes KA2. Common hazards in the work area and workplace procedures to deal with them KA3. Work areas assigned of the different processes KA4. Storage and assembly areas for different processes KA5. Method of handling machines KA6. Documentation related to the manufacturing processes and protocol for recording KA7. Location and process for storage and disposal of waste
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Details related to the processes and specifications available in the job card / work sheet KB2. Potential faults in the various processes and methods to avoid them KB3. Process for obtaining replacements for worn, faulty or defective tools KB4. Different characteristics of the various materials used for supporting the finishing operations KB5. Equipment operating procedures to carry out colouring, cleaning, lamping, thread trimming, and packaging operations KA8. Styles/ design of the products currently being produced KB6. Appearance of the final product KB7. Common faults in tools and equipment and implications of working with faulty equipment KB8. The tools, equipment and settings are needed for the operation KB9. Manufacturers' instructions KB10. Identification of different components of the article
Skills (S)	
A. Core Skills / Generic Skills	On the job the individual needs to be able to: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> SB1. Confirm the instructions and seek clarification to ensure accuracy of requirements SB2. Adhere to each of the process guidelines of the finishing process SB3. Notify the concerned person if there is any shortage of materials related to the operations SB4. Ascertain the successful completion of the various in finishing

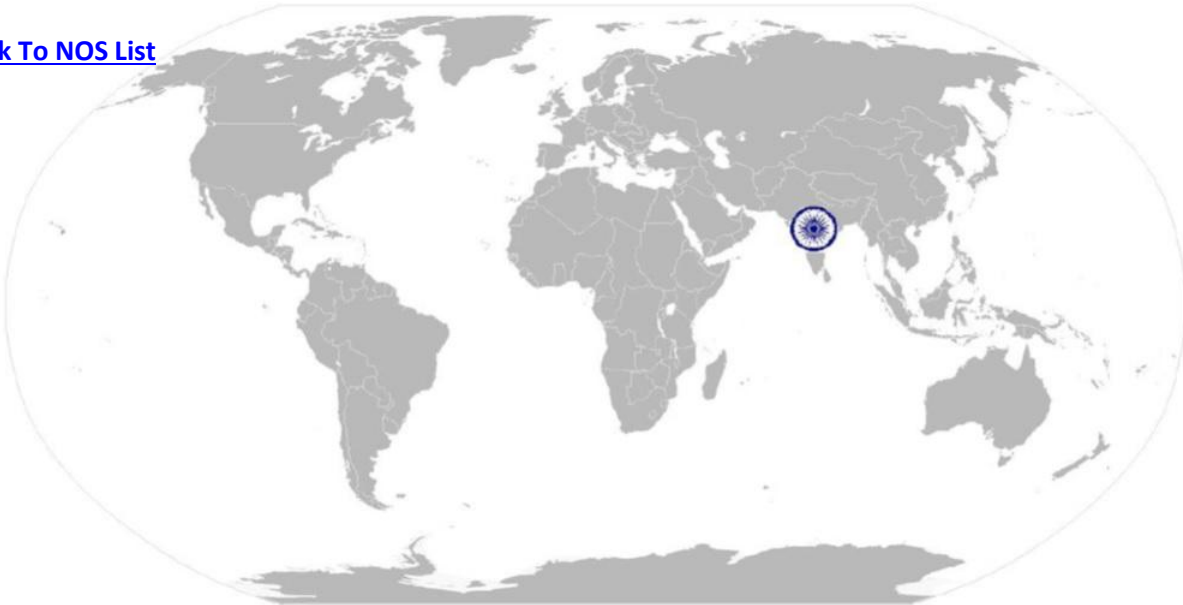
LSS/N6201 Carry out supporting operations in finishing of leather goods and garments

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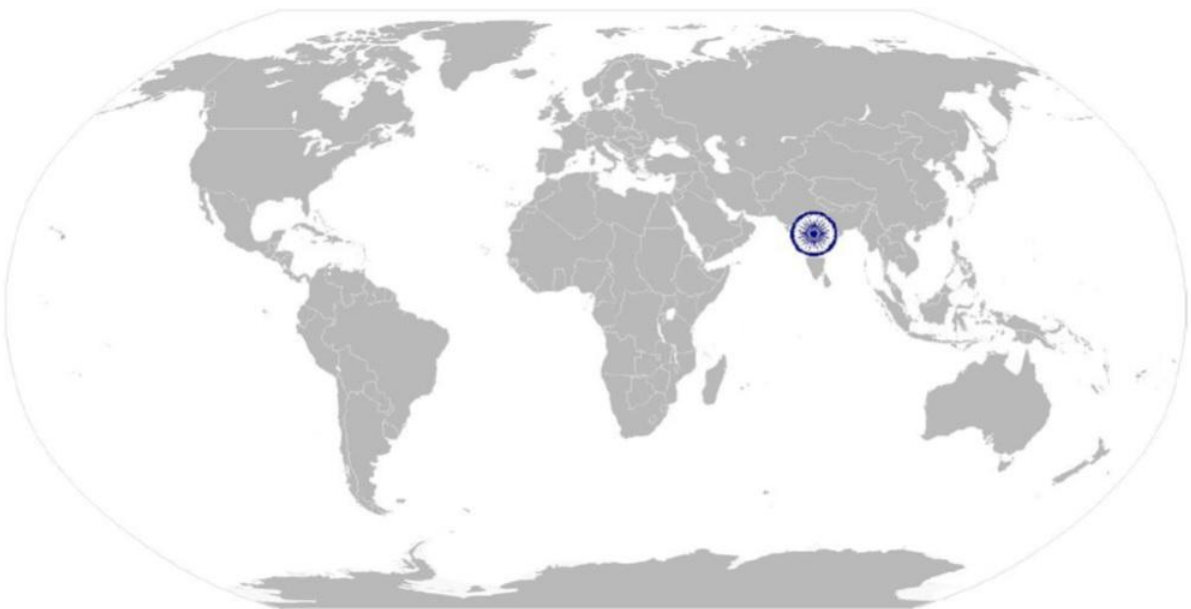
NOS Code	LSS/N6201		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	27th November 2013
Sub-sector	Goods and Garments	Last reviewed on	
		Next review date	24th December 2014

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LSS/N6202 Contribute to achieving product quality in finishing 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 various supporting activities.

LSS/N6202 Contribute to achieving product quality in finishing operations

National Occupational Standard

Unit Code	LSS/N6202
Unit Title (Task)	Contribute to achieving product quality in finishing operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking various supporting 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 • Colour mismatch • Texture mismatch • Specification mismatch • Surface defects • Warble hole • Visible marks on leather • Flay cut • Incorrect stitching • Extra threads • Residue marks of chemicals or adhesive <p>Process knowledge</p> <ul style="list-style-type: none"> • ISO • 5S process knowledge <p>Corrective action</p> <ul style="list-style-type: none"> • Reporting

LSS/N6202 Contribute to achieving product quality in finishing operations

	<ul style="list-style-type: none"> Repairing <p>Tolerances</p> <ul style="list-style-type: none"> Productivity Wastage
Performance Criteria (PC) w.r.t the Scope	
Element	Performance Criteria
Contribute to achieving the product quality	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Set up and test equipment to meet quality standard</p> <p>PC2. Ensure materials and component parts meet specifications</p> <p>PC3. Ensure the quality of the product meets specification during production</p> <p>PC4. Ensure that there are no residues of adhesive /stray marks or similar defects on the outer surface of the component</p> <p>PC5. Check for visible faults on the good/garment</p> <p>PC6. Ensure immediate movement of faulty materials for alteration</p> <p>PC7. Ensure proper and full covering of metal parts of the good/ garment to prevent scratches during dispatch</p> <p>PC8. Maintain the required productivity and quality levels</p> <p>PC9. Assist in quality checks at agreed intervals and in the approved way</p> <p>PC10. Maintain the continuity of production with minimum interruptions and downtime</p>
Reporting & Documentation	<p>PC11. Identify process problems that effect product quality and report them promptly to appropriate people</p> <p>PC12. Identify faults and irregularities in equipment and machinery and take action within the limits of your responsibility</p> <p>PC13. Follow reporting procedures where the cause of faults cannot be identified</p> <p>PC14. Maintain records and documentation</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. Types of problems with quality and how to report them to appropriate people</p> <p>KA2. Consequences of not rectifying problems</p> <p>KA3. Importance of keeping accurate quality records</p> <p>KA4. Methods to present any ideas for improvement to line manager</p> <p>KA5. Safe working practices and organizational procedures</p> <p>KA6. Ways of resolving with problems within the work area</p> <p>KA7. The importance of effective communication with colleagues</p> <p>KA8. The lines of communication, authority and reporting procedures</p>

LSS/N6202 Contribute to achieving product quality in finishing operations

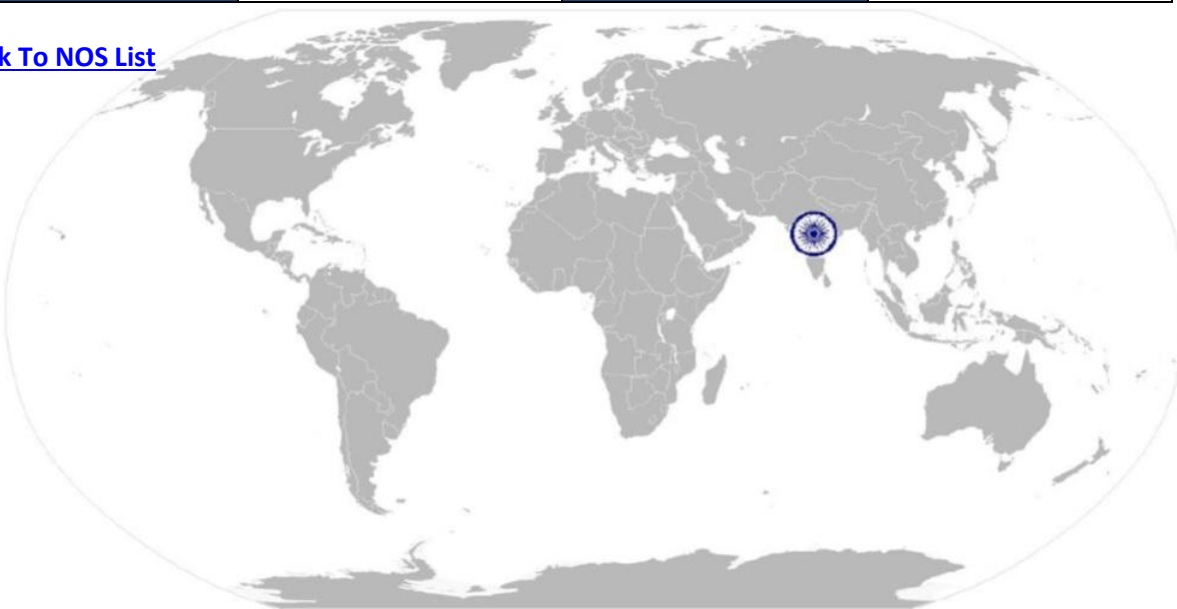
	<p>KA9. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA10. The companies quality standards</p> <p>KA11. The types of records kept, methods to complete the record and the importance of keeping them accurate</p> <p>KA12. The importance of complying with written instructions</p> <p>KA13. Equipment operating procedures / manufacturer's instructions</p> <p>KA14. 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. Methods to receive work instructions and specifications and interpret them accurately</p> <p>KB2. Methods to make use of the information detailed in specifications and instructions</p> <p>KB3. The types of faults in equipment and machinery and the action to be taken when they occur</p> <p>KB4. The kinds of faults in the finished component</p> <p>KB5. Process to identify materials which do not conform to requirements and how to report them to appropriate people</p> <p>KB6. Care and fabric content labels / symbols</p> <p>KB7. Awareness of material/fabric / yarn types</p> <p>KB8. The causes of lost production and material wastage</p> <p>KB9. Process to maintain the flow of production</p> <p>KB10. The importance of achieving quality and its relation to the end user / customer</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. Plan and manage work routine based on company procedure</p>
B. Professional Skills	<p>On the job the individual needs to be able to:</p> <p>SB1. Identify the types of problems that occur during processing</p> <p>SB2. Identify potential solutions to help rectify faults</p> <p>SB3. Use inspection methods and techniques</p> <p>SB4. Implement the types of adjustments suitable for specific types of faults</p> <p>SB5. Handle different materials</p> <p>SB6. Implement Quality control procedures and how to follow them</p> <p>SB7. Take appropriate decisions regarding to responsibilities</p> <p>SB8. Solve operational role related issues</p>

LSS/N6202 Contribute to achieving product quality in finishing operations

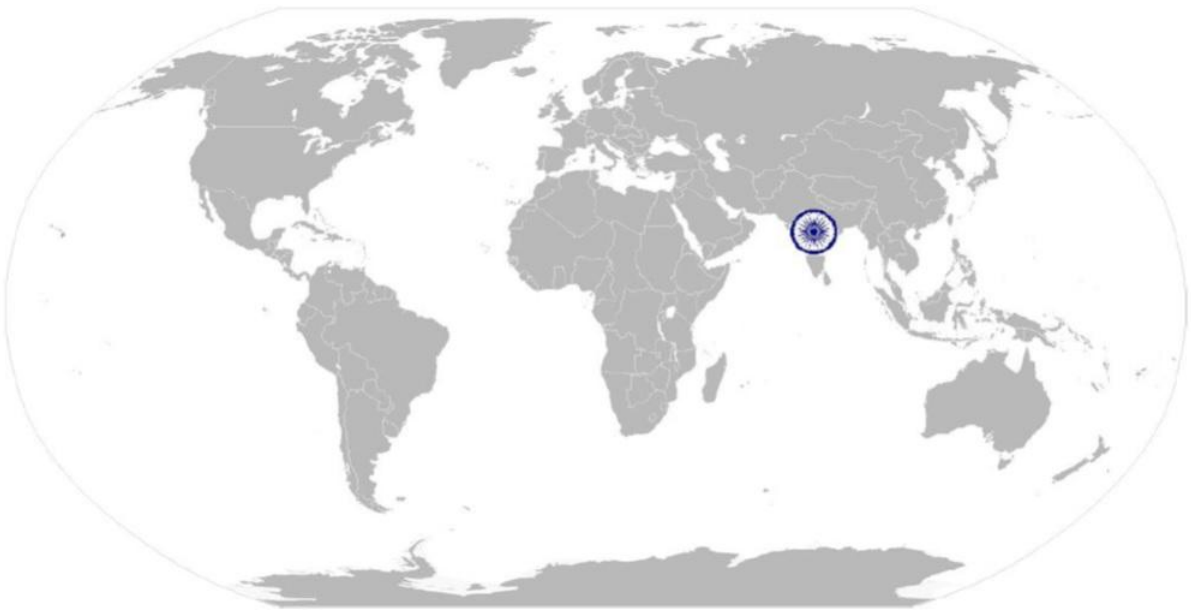
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NOS Code	LSSC/N6202		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	27 th November 2013
Sub-sector	Goods and Garments	Last reviewed on	
		Next review date	24 th December 2014

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National Occupational Standard



Overview


This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms.

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

National Occupational Standard

Unit Code	LSS/ N0103
Unit Title (Task)	Maintain the work area, tools and machine to support the operations
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/ 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 at work	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 machine 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	Goods and Garments	Last reviewed on	
		Next review date	24th December 2014

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

National Occupational Standard	Unit Code	LSS/N3104
	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/ 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>

LSS/N3104 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. Store materials and equipment in line with manufacturer's and organizational requirements</p> <p>PC6. Minimize health and safety risks to self and others due to own actions</p> <p>PC7. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC8. Monitor the workplace and work processes for potential risks and threats</p>
Organizational Compliance	<p>PC9. Follow environment management system related procedures</p> <p>PC10. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC11. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC12. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC13. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC14. Follow organization procedures for shutdown and evacuation when required</p>
Reporting & Documentation	<p>PC15. Report any service malfunctions that cannot be rectified</p> <p>PC16. Identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC17. Record forms and documentation required</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> <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</p>

LSS/N3104 Maintain health, safety and security at workplace

	<p>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. Risks and hazards</p> <p>KB2. Personal safety equipment and clothing to be used</p> <p>KB3. Identify signage and warning</p> <p>KB4. Importance of sound health, hygiene and good habits</p> <p>KB5. Ill-effects of alcohol, tobacco and drugs</p> <p>KB6. The need to safeguard against sexually transmitted diseases and HIV</p> <p>KB7. Types of fire</p> <p>KB8. Causes of fire</p> <p>KB9. Fire alarms</p> <p>KB10. Types of fire-fighting equipment</p> <p>KB11. Fire-fighting procedure</p> <p>KB12. Personal safety equipment and clothing to be used</p> <p>KB13. Chemical hazards</p> <p>KB14. First-aid</p> <p>KB15. Effective communication</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>

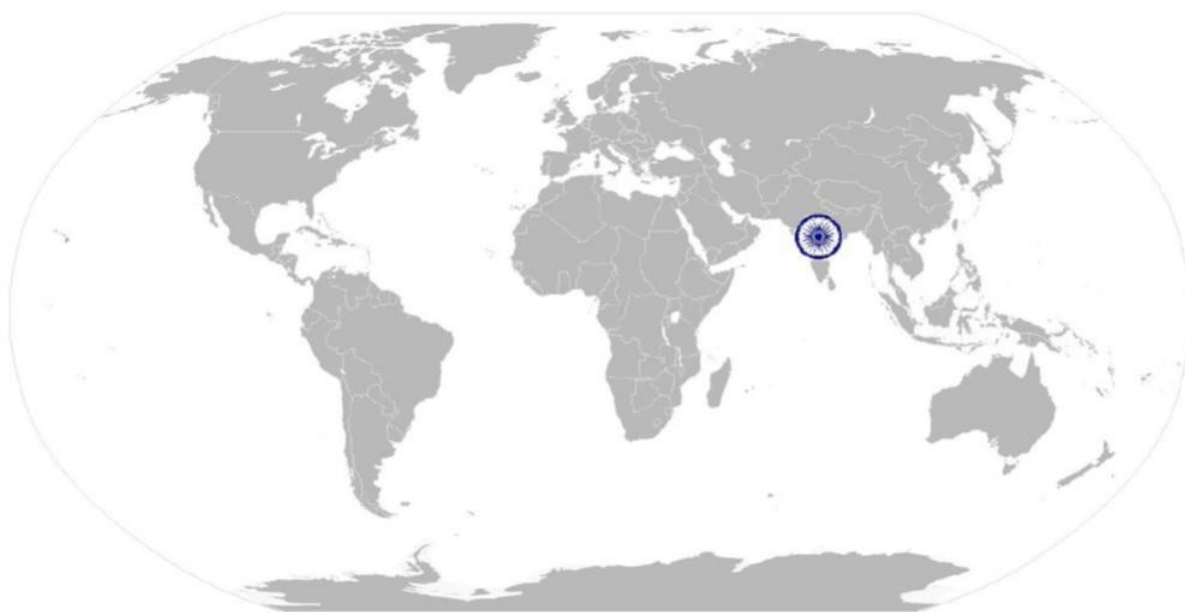
NOS Version Control

NOS Code	LSS/N3104		
Credits	TBD	Version Number	1

LSS/N3104 Maintain health, safety and security at workplace

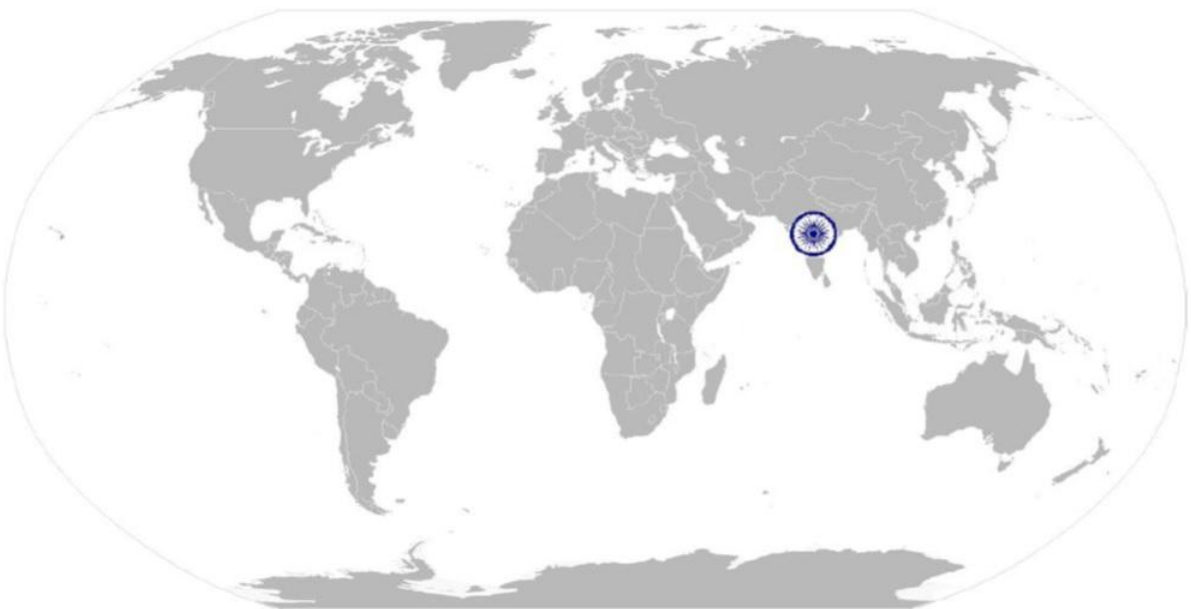
(NVEQF/NVQF/NSQF)			
Sector	Leather	Drafted on	27th November 2013
Sub-sector	Goods and Garments	Last reviewed on	
		Next review date	24th December 2014

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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 legal, regulatory, ethical and social 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 legal, regulatory, ethical and social 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 frameworks <p>Customer procedure</p> <ul style="list-style-type: none"> • Compliance with customer requirement • Ethical frameworks <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 / Human Rights • Wages & Benefits <p>International laws applicable for export oriented companies</p> <ul style="list-style-type: none"> • International legislation and regulations • b. 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 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>

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	PC5. Identify and report any possible deviation to these 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> <p>a. Legal, regulatory and ethical requirements</p> <p>b. Procedures to follow if someone does not meet the requirements</p> <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>The user/ individual on the job needs to know and understand how 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>The user/ individual on the job needs to know and understand how 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	Goods and Garments	Last reviewed on	
		Next review date	24 th December 2014

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