

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HELPER UPPER 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

Contact Us:

Leather Sector Skill Council

E-mail:
info@leatherssc.org



Contents

1. Introduction and Contacts.....Page no. 1
2. Qualifications Pack.....Page no. 2
3. OS Units.....Page no.2
4. Glossary of Key TermsPage no.3

Introduction

Qualifications Pack – HELPER UPPER MAKING (FOOTWEAR)

SECTOR: LEATHER SECTOR

SUB-SECTOR: FOOTWEAR

OCCUPATION: UPPER MAKING OPERATIONS (ASSISTANCE)

REFERENCE ID: LSS/Q3101

Helper – Upper Making (also known as Assistant Operator) 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: The primary responsibility of a Helper - Upper Making is to provide assistance to the footwear machine operators involved in material cutting, insole building, stitching, skiving, etc and carries out folding, adhesive adding and edge colouring. 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: An upper making helper should be willing to learn new roles and responsibilities within the factory. The individual should have an eye for detail and an interest in upper making. 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/Q3101		
Job Role	Helper – Upper Making (Footwear)		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	25th July 2013
Sub-sector	Footwear	Last reviewed on	30th July 2013
Occupation	Upper Making	Next review date	24th December 2014
Job Role	Helper – Upper Making (Footwear)		
Role Description	The primary responsibility of an upper making Helper is to provide assistance to the footwear machine operators involved in material cutting, insole building, stitching, skiving, etc and carries out folding, adhesive adding and edge colouring.		
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/N3101 - Carry out supporting operations in footwear upper making 2. LSS/N3102 - Support to achieving product quality in footwear upper making 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

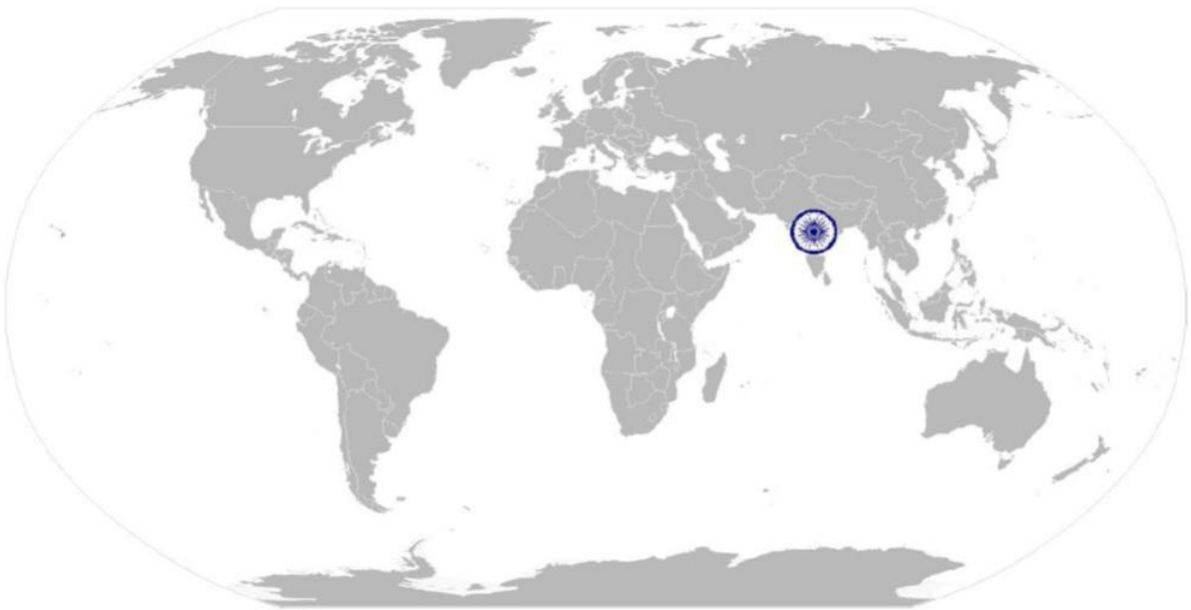
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further 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
PU	Polyurethane
PVC	Polyvinyl Chloride
TBD	To Be Determined

LSS/N3101 Carry out supporting operations in footwear upper making

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out supporting operations within upper making footwear manufacturing processes.

LSS/N3101 Carry out supporting operations in footwear upper making

National Occupational Standard	Unit Code	LSS/N3101
	Unit Title (Task)	Carry out supporting operations in footwear upper making
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out supporting operations within upper making footwear manufacturing processes.
	Scope	<p>Material</p> <ul style="list-style-type: none"> • Leather • Non-leather <p>Tools& Materials</p> <ul style="list-style-type: none"> • Cutting die • Cutting Machine • Cutting Knife • Sharpening Stone • Flat Bed Stitching Machine • Post Bed Stitching Machine • Zig Zag Stitching Machine • Cylindrical Bed Stitching Machine • Upper Skiving Machine • Bottom Skiving Machine • Screen printing • Gold/Silver foil • Eyeleting Machine • Permanent Adhesive (PU & Rubber based) • Grinders (Temporary Adhesives, Thread, Lace, Eyelets, etc) <p>Component</p> <ul style="list-style-type: none"> • Colour • Dimension • Texture • Leather defects • Leather types • Leather properties • Leather coating types • Leather Designing- Component Grading by CAD/CAM Machines <p>Services</p> <ul style="list-style-type: none"> • Sequence in making a footwear

LSS/N3101 Carry out supporting operations in footwear upper making

	<ul style="list-style-type: none"> • Different designs and articles <p>Construction type and manufacturing technique</p> <p>Targets</p> <ul style="list-style-type: none"> • Assists in achieving Productivity • Assists in achieving Quality
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. Make sure that the work area is free from hazards</p> <p>PC3. Support the operator in checking the materials used meet the specification matching</p> <ol style="list-style-type: none"> a. within a product b. between a pair of products where applicable <p>PC4. Agree and review agreed upon work targets with the 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 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>
Assist in Designing Operations	<p>PC10. Take the leather pieces and keeps the tools and materials ready</p> <p>PC11. Sort the leather pieces as per the job card</p> <p>PC12. Assist the designer in making model/samples</p> <p>PC13. Sort and place the designed components and their grading to assist the next stage of production</p>
Assist in Cutting Operations	<p>PC14. Choose the tools and materials required for cutting process and get the components from the designing section</p> <p>PC15. Sort the components as per the job card</p> <p>PC16. Count the number of pieces that have been cut for each design and prompt the cutter accordingly.</p> <p>PC17. Check that the number of cut components is equal to that in the work ticket/job card.</p> <p>PC18. Inform the operator when the desired number of pieces required of the particular pattern is reached</p> <p>PC19. Assist the cutter/ clicker performing the clicking operation</p> <p>PC20. Correctly sort and place work to assist the next stage of production</p> <p>PC21. Minimise waste and dispose of all waste materials in the approved manner</p>

LSS/N3101 Carry out supporting operations in footwear upper making

	PC22. Store and dispose the waste materials from the process
Assist in Stamping/Embossing	PC23. Collect the cut uppers from the cutting section and sorts as per job card PC24. Stamp the cut components as per specifications on the upper/sock PC25. Pass the uppers to the skiving section PC26. Pass the socks to the bottoming section
Assist in Skiving Operations	PC27. Choose the tools and materials required for skiving process and get the cut uppers from the cutting section PC28. Sort the cut uppers as per the job card PC29. Place the upper components on to the tray PC30. Collect the skived uppers from the tray and place work to assist the next stage of production PC31. Sort and place work to assist the next stage of production PC32. Clean and oil the machinery and report errors, if required
Edge Colouring	PC33. Take the skived uppers and sorts them as per the job card PC34. Colour the edges of the components using a brush PC35. Check the quality and appearance of the product as per the specifications PC36. Sort and place work to assist the next stage of production PC37. Keep the tools and workplace tidy
Adhesive adding	PC38. Take the skived uppers and sorts them as per the job card PC39. Apply adhesive on the skived edge as per instructions PC40. Check the quality and appearance of the product as per the specifications PC41. Sort and place work to assist the next stage of production PC42. Keep the tools and workplace tidy
Folding	PC43. Fold the skived portion of the uppers PC44. Check the quality and appearance of the product as per the specifications PC45. Pass the uppers for the next operation PC46. Sort and place work to assist the next stage of production PC47. Keep the tools and workplace tidy
Assist in Stitching Operations	PC48. Assist the stitching operator in getting the materials and components from respective operators PC49. Carry out the pairing of the upper components as per the shade of the leather PC50. Check the product quality of the different components to adhere to quality norms PC51. Place the components on to the first stitching operator PC52. Take the stitched components from the last stitching assembly line operator PC53. Give to the next operator for eyeleting the upper, if required PC54. Trim any excess thread or materials based on the design requirements using appropriate tools and without any damage PC55. Sort and place work to assist the next stage of production

LSS/N3101 Carry out supporting operations in footwear upper making

Assist in first Quality Inspection	<p>PC56. Get the closed uppers from the stitching section</p> <p>PC57. Check that products conform to their specification</p> <p>PC58. Sort and place work to assist the next stage of production</p>
Knowledge and Understanding w.r.t the Scope	
Element	Knowledge and Understanding (K)
A. Organizational Context (Knowledge of the company / Organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The Organization's procedures and guidelines related to footwear manufacturing processes</p> <p>KB2. Work target and review mechanism with your supervisor for obtaining/ giving feedback related to performance</p> <p>KB3. Process for offering/ obtaining work related assistance in case of queries on procedure or products</p> <p>KB4. The different components of footwear</p> <p>KB5. Storage and assembly areas for different processes in upper making</p> <p>KB6. The various machinery and equipments handled</p> <p>KB7. Documentation related to the manufacturing processes and protocol for recording</p> <p>KB8. Location and process for storage and disposal of waste</p> <p>KB9. 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 different characteristics and properties of the various kinds of leather</p> <p>KB2. The designing process and the related equipments used</p> <p>KB3. The different techniques of designing uppers</p> <p>KB4. The cutting process and the related equipments used</p> <p>KB5. The different techniques of cutting uppers</p> <p>KB6. The importance of accuracy and quality in the cutting process</p> <p>KB7. The various defects found in different kinds of leather</p> <p>KB8. The stamping and embossing process and the related equipments used</p> <p>KB9. The different techniques used in stamping and embossing</p> <p>KB10. The skiving process and the related equipments used</p> <p>KB11. The different techniques of skiving uppers</p> <p>KB12. The importance of skiving as per specifications in the job card</p> <p>KB13. The edge colouring process and the related equipments</p> <p>KB14. The different techniques used in edge colouring</p> <p>KB15. The different kinds of paints and brushes used</p> <p>KB16. The properties of adhesives</p> <p>KB17. The importance of proper and accurate application</p> <p>KB18. The folding process</p> <p>KB19. The stitching process and the related equipments used</p> <p>KB20. The different kinds of thread to be used</p>

LSS/N3101 Carry out supporting operations in footwear upper making

	<p>KB21. The different properties of thread in relation to the material used</p> <p>KB22. Common faults in tools and equipment and implications of working with faulty equipments</p> <p>KB23. Common errors in processes and how to avoid them</p> <p>KB24. Styles/ design of the products currently being produced</p> <p>KB25. Manufacturers' instructions</p> <p>KB26. The quality parameters to be checked as per the job card</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. Accept and interpret instructions and requirements correctly</p> <p>SA4. Follow the instructions of the reporting authority</p> <p>SA5. Basic counting skills</p>
B. Professional Skills	<p>On the job the individual needs to be able to:</p> <p>SB1. Know proper application of brush for edge colouring</p> <p>SB2. Fold skived uppers as per the job card</p> <p>SB3. Know proper application of adhesives on to the uppers</p> <p>SB4. Know to trim off the excess threads without damaging the uppers</p> <p>SB5. Do a visual inspection of the quality and final appearance of the footwear</p> <p>SB6. Check for visual defects in the upper making processes</p> <p>SB7. Have attention to detail, appearance and quality</p> <p>SB8. Have good hand-eye coordination, hand and finger dexterity and motoring skills</p>

NOS Version Control

NOS Code	LSS/N3101		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	25th July 2013
Sub-sector	Footwear	Last reviewed on	30th July 2013
		Next review date	24th December 2014

[Back To NOS List](#)

LSS/N3102 Support to achieving product quality in footwear upper making

National Occupational Standard



Overview

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

LSS/N3102 Support to achieving product quality in footwear upper making

National Occupational Standard

Unit Code	LSS/N3102
Unit Title (Task)	Support to achieving product quality in footwear upper making
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking support activities to ensure products meet specifications.
Scope	<p>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 <ul style="list-style-type: none"> • Finished leather surface defects • Cutting defects • Stitching defects • Pasting defects • Skiving defects <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 • Repairing <p>Tolerances</p> <ul style="list-style-type: none"> • Productivity

LSS/N3102 Support to achieving product quality in footwear upper making

	<ul style="list-style-type: none"> 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. 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 per job card at the start and end of every stage in the processes</p> <p>PC6. Sort the components as per the job card after designing, clicking and skiving before passing it to the next stage of production</p> <p>PC7. Ensure that the quality and appearance of the uppers are not affected during materials movement</p> <p>PC8. Report and replace faulty materials and component parts which do not meet specification with the operator's approval</p> <p>PC9. Maintain the continuity of production with minimum interruptions and downtime</p> <p>PC10. Identify faults and irregularities in equipment and machinery and report to your superior</p> <p>PC11. Ensure minimum of wastage and their proper disposal</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 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> <p>KA6. Limits of your own responsibility</p> <p>KA7. The lines of communication, authority and reporting procedures</p> <p>KA8. The Organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. Manufacturer's instructions</p> <p>KA10. 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>

LSS/N3102 Support to achieving product quality in footwear upper making

	<p>KB2. The types of faults in materials and tools</p> <p>KB3. Process to identify materials which do not conform to requirements and how to report them to appropriate people</p> <p>KB4. Awareness of material/fabric / yarn types</p> <p>KB5. The causes of lost production and material wastage</p> <p>KB6. Importance/properties of adhesives</p> <p>KB7. Process to maintain the flow of production</p> <p>KB8. 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. Handle materials movement</p> <p>SB2. Handle tools and materials</p> <p>SB3. Handle different materials</p> <p>SB4. Follow quality control procedures</p>

NOS Version Control

NOS Code	LSS/N3102		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	25th July 2013
Sub-sector	Footwear	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
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

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

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

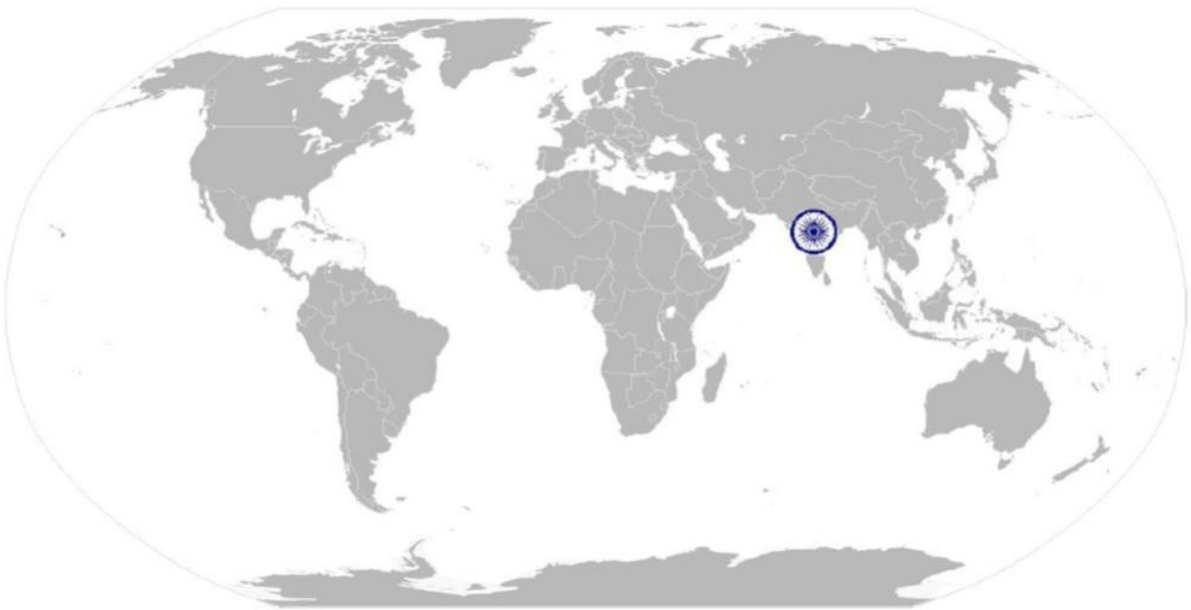
NOS Version Control

NOS Code	LSS/N0103		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	25th July 2013
Sub-sector	Footwear	Last reviewed on	30th July 2013
		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)	Maintain health, safety and security 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>

LSS/N3104 Maintain health, safety and security at workplace

	<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 Organizational 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 Organization procedures for shutdown and evacuation when required</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</p>

LSS/N3104 Maintain health, safety and security at workplace

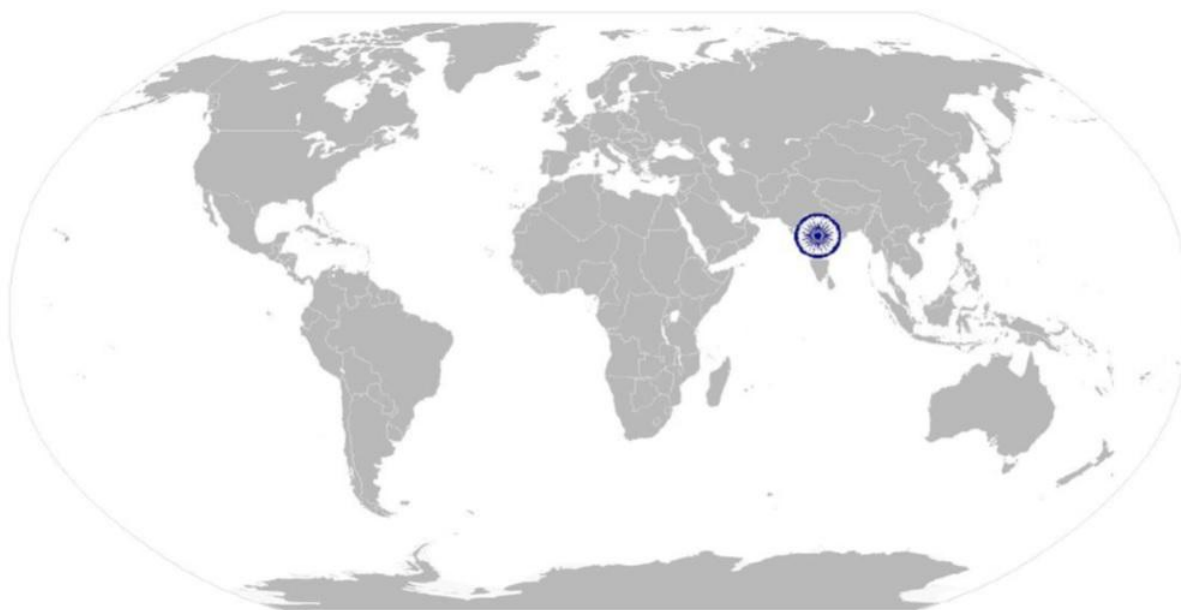
	<p>workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel 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

NOS Version Control

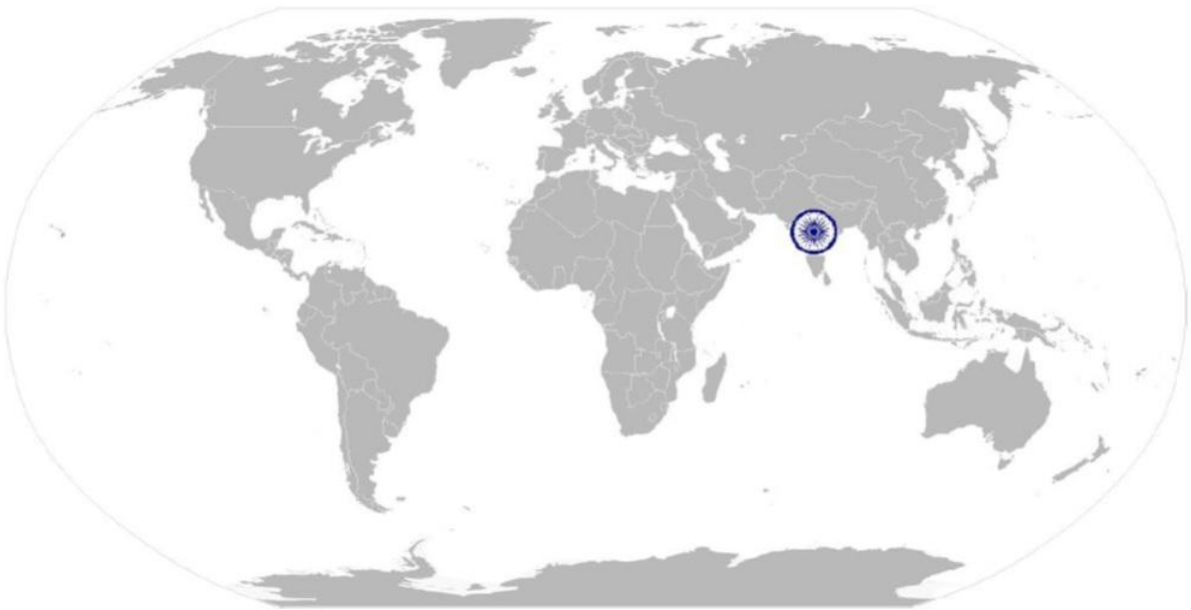
NOS Code	LSS/N3104		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	25th July 2013
Sub-sector	Footwear	Last reviewed on	30th July 2013
		Next review date	24th December 2014

[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
	Comply with 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	25 th July 2013
Sub-sector	Footwear	Last reviewed on	30 th July 2013
		Next review date	24 th December 2014

[Back To NOS List](#)