

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HELPER FINISHING (FOOTWEAR) [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 FINISHING (FOOTWEAR)

SECTOR:LEATHER SECTOR

SUB-SECTOR:FOOTWEAR

OCCUPATION: FINISHING OPERATIONS (ASSISTANCE)

REFERENCE ID:LSS/ Q3401

A Helper – Finishing 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 - Finishing is to provide assistance to the footwear machine operators involved in footwear cleaning, polishing and buffing, final inspection and packing processes and carry out 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 be passionate about building skills for crafting intricate products while maintaining quality and timelines and 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/Q3401		
Job Role	Helper – Finishing (Footwear)		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	27th November 2013
Sub-sector	Footwear	Last reviewed on	
Occupation	Finishing Operations (Assistance)	Next review date	24th December 2014
Job Role	Helper – Finishing (Footwear)		
Role Description	The primary responsibility of a Finishing Helper is to provide assistance to the footwear machine operators involved in footwear cleaning, polishing and buffing, final inspection and packing processes and carry out material lasting, buffing, roughing, adhesive adding etc.		
NVEQF / NVQF level	2		
Minimum Educational Qualifications	Class V		
Maximum Educational Qualifications	N/A		
Training	N/A		
Applicable National Occupational Standards	Click on the hyperlink to read/download the required NOS 1. LSS/N3401- Carry out supporting operations in footwear finishing 2. LSS/N3402 - Support to achieving product quality in footwear finishing operation 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

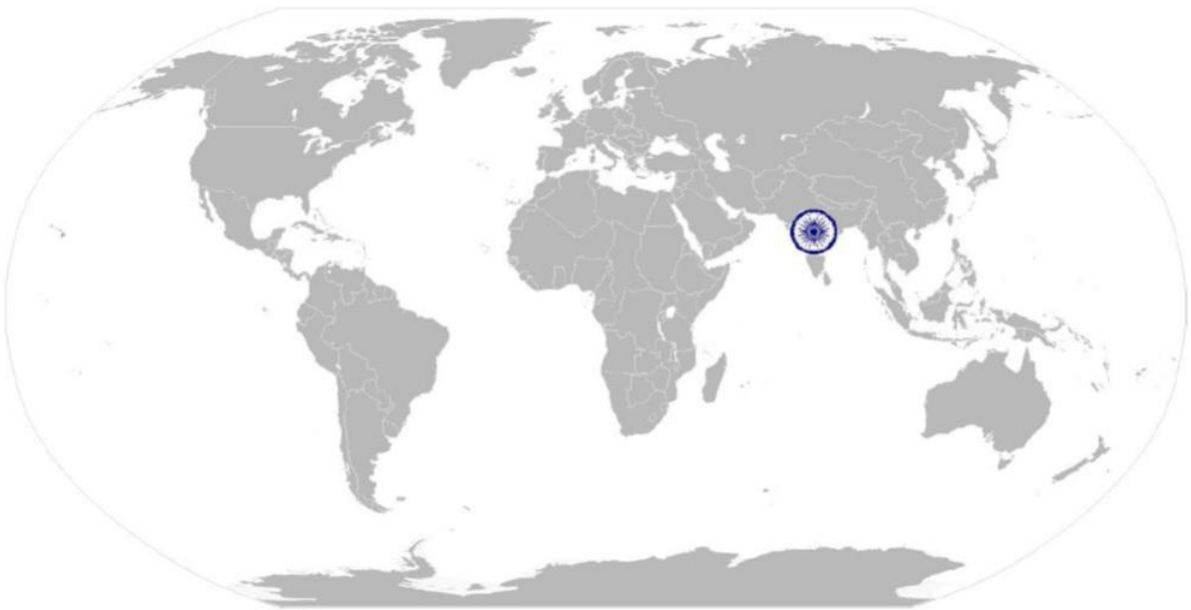
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further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

LSS/N3401 Carry out supporting operations in footwear finishing

National Occupational Standard



Overview

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

LSS/N3401 Carry out supporting operations in footwear finishing

National Occupational Standard	Unit Code	LSS/N3401
	Unit Title (Task)	Carry out supporting operations in footwear finishing
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out supporting operations within footwear finishing processes.
	Scope	<p>Material</p> <ul style="list-style-type: none"> • Leather • Non-leather <p>Tools & Machinery</p> <ul style="list-style-type: none"> • Brushes & scouring pads • Power dove tail brush • Crepe rubber • Soft sponge rubber • Stiff bristle brush • Cutting Knife • Paint Brush • Sponge • Polish (Wax/Cream/Spray) • Felt Wheel <p>Component</p> <ul style="list-style-type: none"> • Color • 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 • Assist in meeting Quality Specifications
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria

LSS/N3401 Carry out supporting operations in footwear finishing

Carry out supporting operations within finishing footwear operations	<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 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> <p style="padding-left: 40px;">a. within a product</p> <p style="padding-left: 40px;">b. between a pair of products where applicable</p> <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>
Carry out cleaning of footwear	<p>PC11. Choose the tools and materials required for the cleaning process and get the footwear from the bottoming section</p> <p>PC12. Clean the footwear to remove dirt, adhesive, over spill or any contamination by hand /machine</p> <p>PC13. Remove the excess adhesives from the surface with brush/sponge</p> <p>PC14. Correctly sort and place the work to assist the next stage of production</p> <p>PC15. Clean the tools and keep the workplace tidy</p>
Assist in Polishing & Brushing	<p>PC16. Choose the tools and materials required for polishing and brushing process and get the footwear uppers from the roughing section</p> <p>PC17. Assist the operator in sorting out the footwear to ensure quality norms are adhered to</p> <p>PC18. Assist the operator in brushing the footwear to remove dirt/other particles using brush/sponge</p> <p>PC19. Assist the operator in polishing the footwear for a smooth finish using wax/cream/spray/brush</p> <p>PC20. Assists the operator in removing any wrinkles on the footwear using hot air blower</p> <p>PC21. Check the quality and appearance of the product as per job card</p> <p>PC22. Correctly sort and place the work to assist the next stage of production</p> <p>PC23. Clean the tools and keep the workplace tidy</p>
Assist in	<p>PC24. Choose the tools and materials required for lacquering and get the</p>

LSS/N3401 Carry out supporting operations in footwear finishing

Lacquering	<p>footwear from the polishing and brushing section</p> <p>PC25. Assist the operator in sorting out the footwear to ensure quality norms are adhered to</p> <p>PC26. Take the footwear to the operator for lacquering the footwear</p> <p>PC27. Check the quality and appearance of the product as per job card</p> <p>PC28. Correctly sort and place the work to assist the next stage of production</p> <p>PC29. Clean and oil the machinery and report any repairs, if required</p>
Assist in Tag level fixing	<p>PC30. Choose the tools and materials required for tag level fixing and get the footwear from the lacquering section</p> <p>PC31. Assist the operator in sorting out the footwear to ensure quality norms are adhered to</p> <p>PC32. Assist the operator in placing the tags on the footwear</p> <p>PC33. Check the quality and appearance of the product as per job card</p> <p>PC34. Correctly sort and place the work to assist the next stage of production</p> <p>PC35. Clean and oil the machinery and report any repairs, if required</p>
Assist in Brushing	<p>PC36. Choose the tools and materials required for final brushing and get the footwear from the tag level fixing section</p> <p>PC37. Assist the operator in sorting out the footwear to ensure quality norms are adhered to</p> <p>PC38. Assist the operator in brushing the footwear to remove dirt/other particles using felt wheel/spray finishing</p> <p>PC39. Check the quality and appearance of the product as per job card</p> <p>PC40. Correctly sort and place the work to assist the next stage of production</p> <p>PC41. Keep the tools and workplace tidy</p>
Assist in Final Inspection	<p>PC42. Assist the operator in checking the footwear are as per specifications</p> <p>PC43. Check the quality and appearance of the product as per job card</p> <p>PC44. Correctly sort and place the work to assist the next stage of production</p>
Assists in Packing	<p>PC45. Assist the operator in packing the footwear are as per specifications</p> <p>PC46. Checks the quality and appearance of the product as per job card</p> <p>PC47. Correctly sort and pass the packed material to the dispatch section</p>
Knowledge and Understanding w.r.t the Scope	
Element	Knowledge and Understanding (K)
A. Organizational Context (Knowledge of the company / Organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. 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 the supervisor</p> <p>KA4. The different components of footwear</p>

LSS/N3401 Carry out supporting operations in footwear finishing

	<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 process of cleaning the process and the related equipments used</p> <p>KB5. Importance of cleaning the footwear carefully without damaging the appearance of the product</p> <p>KB6. The polishing and brushing process and the related equipments used</p> <p>KB7. The different techniques used for polishing and brushing the footwear</p> <p>KB8. The different kinds of brushes/wax/cream/spray used for polishing the footwear</p> <p>KB9. The lacquering process and the related equipments used</p> <p>KB10. The process of fixing the tags and its implications, if not done correctly</p> <p>KB11. The final felt wheel brushing process and its importance in the final appearance of the footwear</p> <p>KB12. The importance of final inspection and its relevance in the finishing process of footwear</p> <p>KB13. The steps and various factors to be considered for the final inspection</p> <p>KB14. The importance of packing and dispatching of the footwear as per the specifications in the job card</p> <p>KB15. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB16. 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. Carry out the cleaning process as specified in the job card</p> <p>SB2. Sort, count and validate the footwear as per the specifications in the</p>

LSS/N3401 Carry out supporting operations in footwear finishing

	job card
SB3.	Validate and apply the correct tags on to the footwear as per specifications
SB4.	Sort and pack the footwear correctly and as per specifications in the job card
SB5.	Conduct a visual inspection of the quality and final appearance of the footwear as per specifications of the job card
SB6.	Use brushes properly for applying adhesives and with minimum wastage/spillage
SB7.	Maintain materials safely and with minimum wastage
SB8.	Have good hand-eye coordination, hand and finger dexterity and motoring skills
SB9.	Attention to detail, appearance and quality

NOS Version Control

NOS Code	LSS/N3401		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	4 th December 2013
Sub-sector	Footwear	Last reviewed on	
		Next review date	24 th December 2014

[Back To NOS List](#)

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking supporting finishing activities in footwear.

LSS/N3402 Support to achieving product quality in footwear finishing operation

National Occupational Standard

Unit Code	LSS/N3402
Unit Title (Task)	Support to achieving product quality in footwear finishing operation
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking supporting finishing activities in footwear.
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 • Visible defects on finished leather <ul style="list-style-type: none"> ○ Vein marks ○ Growth Marks ○ Prick Mark ○ Brand Marks ○ Color mismatch ○ Texture mismatch ○ Specification mismatch ○ Surface defects ○ Warble hole ○ Scratch marks ○ Flay cut <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/N3402 Support to achieving product quality in footwear finishing operation

	<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. 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 footwear are as specified in the job card</p> <p>PC6. Report and replace faulty materials and component parts which do not meet specification</p> <p>PC7. Check for any imperfections/dust/contaminations on the footwear and report them</p> <p>PC8. Sorts the components as per the job card after polishing, buffing, level fixing, lacquering etc before passing it to the next stage of production</p> <p>PC9. Ensure that the quality and appearance of the footwear are not affected during materials movement</p> <p>PC10. Check for excess glue/adhesives on the vamp and clean/report them</p> <p>PC11. Checks the brand, logo, price, size and other stampings are neat and as per job card</p> <p>PC12. Maintain the continuity of production with minimum interruptions and downtime</p> <p>PC14. Identify faults in finished products and report them</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>KB1. The companies quality standards</p> <p>KB2. The importance of complying with written instructions</p> <p>KB3. Types of problems with quality and how to report them to appropriate people</p> <p>KB4. Consequences of not rectifying problems</p> <p>KB5. Safe working practices and Organizational procedures</p> <p>KB6. Limits of your own responsibility</p> <p>KB7. The lines of communication, authority and reporting procedures</p> <p>KB8. The Organization's rules, codes and guidelines</p>

LSS/N3402 Support to achieving product quality in footwear finishing operation

	KB9. Manufacturer's instructions
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. 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 of final look and appearance of the footwear</p> <p>KB7. Importance/properties of adhesives and application</p> <p>KB8. Knowledge of brushing, visual inspection and packing activities and their implications</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. Handle problems that occur during processing</p> <p>SB2. Handle different materials</p> <p>SB3. Follow quality control procedures</p> <p>SB4. Attention to detail and good hand eye coordination</p>

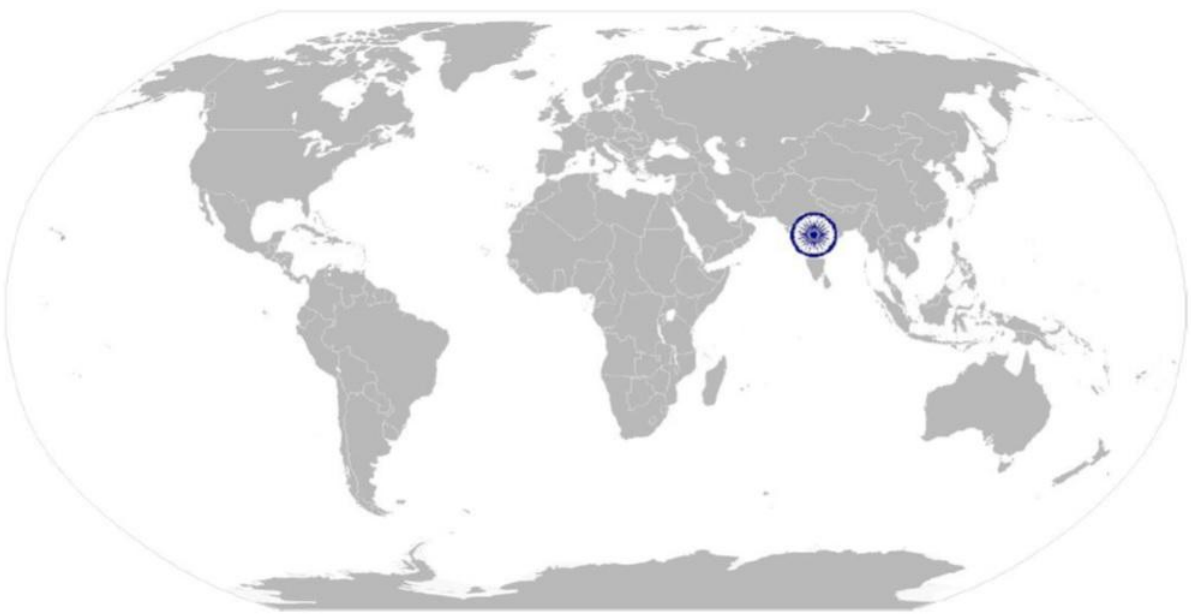
NOS Version Control

NOS Code	LSS/N3402		
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 machine 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 machine 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 machine to support the operations

	relevant to your role 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

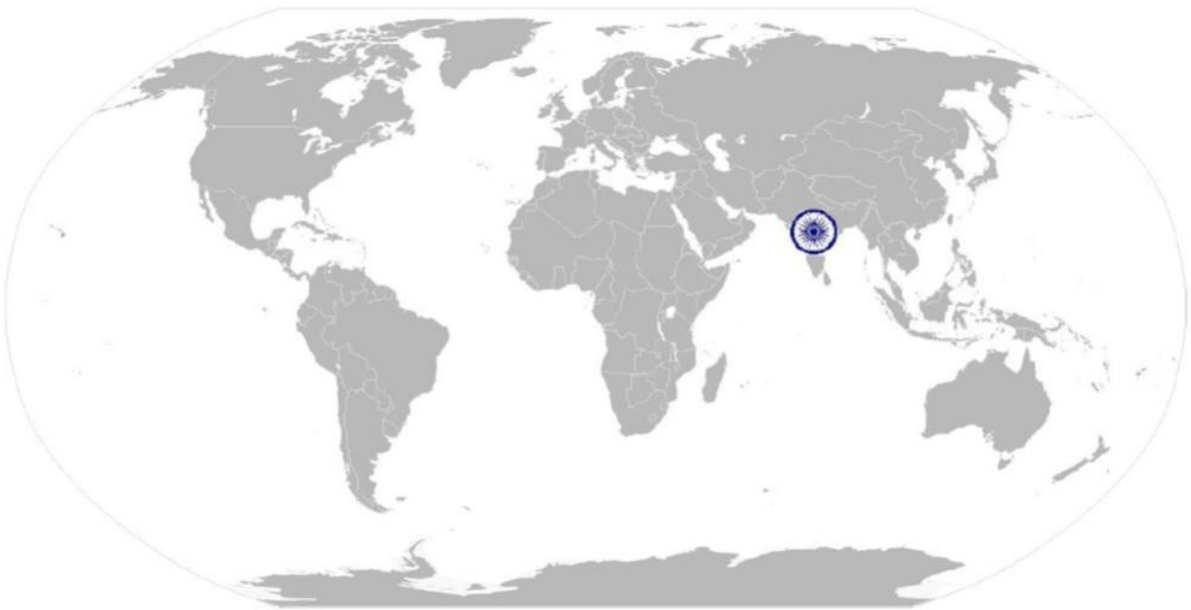
NOS Version Control

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>

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

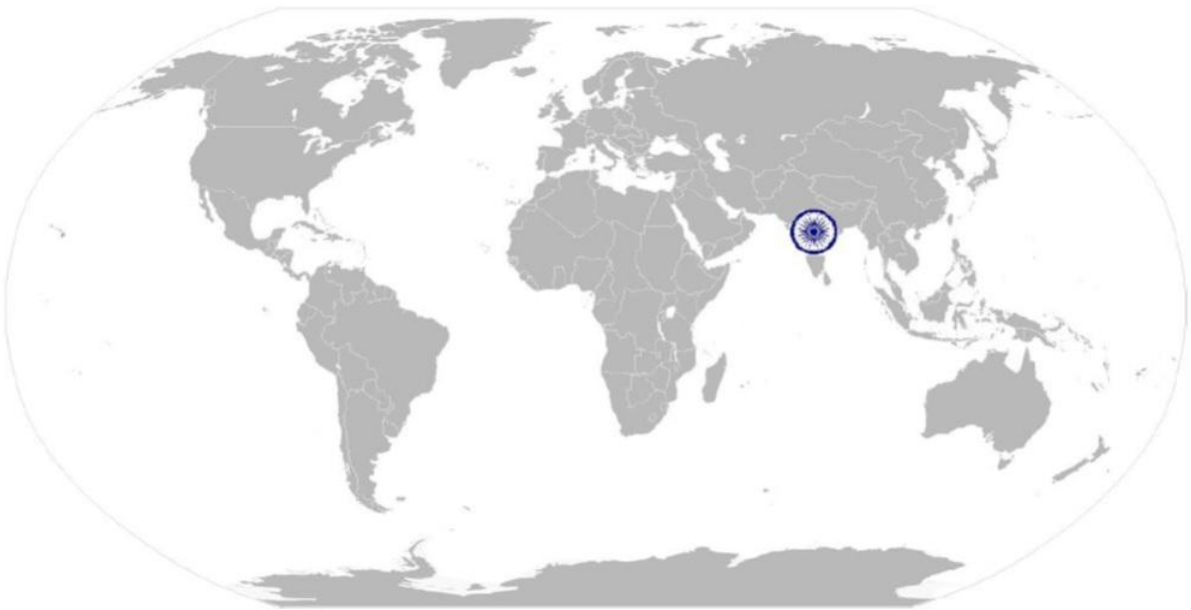
NOS Code	LSS/N3104		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	27th November 2013
Sub-sector	Footwear	Last reviewed on	
		Next review date	24th December 2014

[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
	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](#)