

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR SHAVING OPERATOR [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 – SHAVING OPERATOR

SECTOR:LEATHER SECTOR

SUB-SECTOR:FINISHED LEATHER

OCCUPATION:SHAVING

REFERENCE ID:LSS / QO301

ALIGNED TO: NCO-2004/8265.35

A Shaving Operator is an indispensable job-role associated with the Finished Leather sector. The shaving process is carried out to reduce and/or even out the thickness throughout the hide as per the product/customer specifications and is required to be done by a skilled operator.

Brief Job Description: A Shaving Operator performs a mechanical operation where the hides are put through a machine with a rapidly revolving cylinder cutting fine, thin fragments from the flesh side to reduce and/or even out the thickness throughout the hide.

Personal Attributes: Shaving Operator should have concentration, good eye-hand co-ordination, monitoring ability, vision (including near vision, distance vision, color vision, peripheral vision), depth perception, quick response time or reflex, target oriented as well as basic estimation and numerical skills.



Job Details

Qualifications Pack Code	LSS /Q0301		
Job Role	Shaving Operator		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	27th November 2013
Sub-sector	Finished Leather	Last reviewed on	
Occupation	Shaving	Next review date	24th December 2014
Job Role	Shaving Operator		
Role Description	A Shaving Operator performs a mechanical operation where the hides are put through a machine with a rapidly revolving cylinder cutting fine, thin fragments from the flesh side to reduce and/or even out the thickness throughout the hide.		
NVEQF / NVQF level	4		
Minimum Educational Qualifications	Class V		
Maximum Educational Qualifications	N/A		
Training	On-the-Job-Training		
Applicable National Occupational Standards	<p>Click on the hyperlink to read/download the required NOS</p> <ol style="list-style-type: none"> 1. LSS/N0301-Carry out shaving operations 2. LSS/N0302- Contribute to achieving product quality in shaving operations 3. LSS/N0204- Maintain the work area, tools and machines 4. LSS/N0104- Maintain health, safety and security at workplace 5. LSS/N0105- Comply with industry, regulatory and organizational requirements 		
Performance Criteria	As described in the relevant OS units		

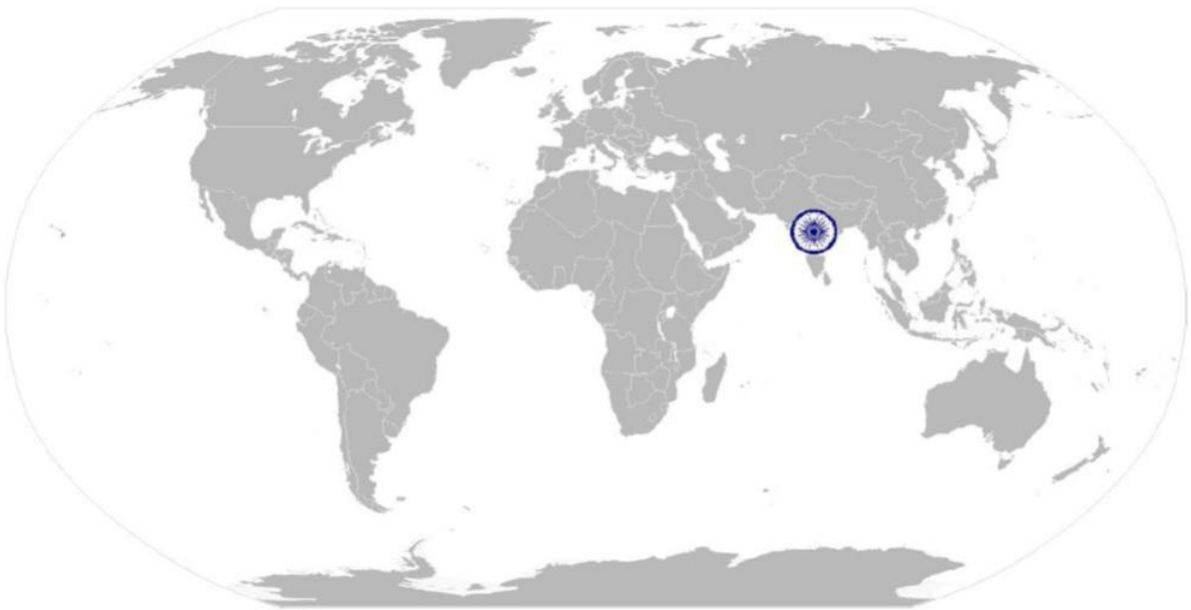
Definitions

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

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

LSS/N0301 Carry out shaving operations

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out shaving operations in preparing finished leather.

LSS/N0301 Carry out shaving operations

National Occupational Standard

Unit Code	LSS/N0301
Unit Title (Task)	Carry out shaving operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out shaving operations in preparing finished leather.
Scope	<p>Equipment</p> <ul style="list-style-type: none"> • Shaving Machine and its component operations such as • Knife Cylinder • Feed Rollers with Variable Speed Drive • Grinding Mechanism • Taper Setting Attachment • Electronic Micro Thickness • Reversing Facility <p>Input leather</p> <ul style="list-style-type: none"> • Vegetable-tanned leather • Chrome-tanned leather • Aldehyde-tanned leather • Synthetic-tanned leather • Alum-tanned leather <p>Leather Component</p> <ul style="list-style-type: none"> • Color • Dimension • Texture • Leather defects • Leather types • Leather properties <p>Services</p> <ul style="list-style-type: none"> • Shaving Operation <p>Opportunities for learning</p> <ul style="list-style-type: none"> • From supervisors, colleagues and other relevant people • Active participation in training and development activities <p>Targets</p> <ul style="list-style-type: none"> • Productivity • Personal development
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria

LSS/N0301 Carry out shaving operations

Shaving operation	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Obtain, check and confirm the data on the work ticket or job card</p> <p>PC3. Calculate the number of components needed for production</p> <p>PC4. Set up the machine operations based on the gauge readings for the specified thickness</p> <p>PC5. Position self to achieve operator comfort and to minimize fatigue</p> <p>PC6. Ask questions to obtain more information on tasks when the instructions you have are unclear</p> <p>PC7. Agree and review your agreed upon work targets with your supervisor</p>
	<p>PC8. Position hide on machine table with flesh side upward</p> <p>PC9. Start machine and press foot pedal of machine to raise table with leather on to bring it closer to revolving wheel fitted with spirally fixed knives</p> <p>PC10. Hold hide tightly as it is shaved and that the machine has absolutely no vibrations as shaving is done by knives of rotating wheel</p> <p>PC11. Change position of leather to shave rest of surface</p> <p>PC12. Check visually that shaving of leather is even and to required thickness and hands it over to the assistant operator who confirms the same with the gauge meter</p> <p>PC13. Ensure that emery wheels fitted to machine sharpen knife blades automatically in process of shaving</p> <p>PC14. Repeat process as per requirement</p> <p>PC15. Lubricates machine, if required, and help the mechanic to repair machines in case of breakdown</p>
Reporting & Documentation	<p>PC16. Comply with written instructions</p> <p>PC17. Complete forms, records and other documentation</p> <p>PC18. Follow company reporting procedures about defective tools and machines which affect work</p> <p>PC19. Report any damaged work to the responsible person</p>
Sorting & Placing	<p>PC20. Sort and place work to assist the next stage of production and minimize the risk of damage</p> <p>PC21. Leave work area safe and secure when work is complete</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. Details of the various job roles, responsibilities and processes for operating equipments, obtaining information on work related task etc</p> <p>KA2. The organization's rules, guidelines and standards</p> <p>KA3. The main types and characteristics of hides, skins or leather produced by the company</p>

LSS/N0301 Carry out shaving operations

	<p>KA4. Work target/ review mechanism with your supervisor for obtaining/ giving feedback related to performance</p> <p>KA5. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA6. Importance of team work and harmonious working relationships</p> <p>KA7. Contact person in case of queries on procedure or products</p> <p>KA8. Method to handle tools and equipment safely and the health and safety implications of not doing so</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Reading, writing and number estimation</p> <p>KB2. Interpret specifications and set machine for operation</p> <p>KB3. Procedures for operating shaving machine</p> <p>KB4. Feeding pelts into the machine in the appropriate manner and in accordance with health and safety practices as well as workplace procedures</p> <p>KB5. Method to handle hides and materials and avoid making them unusable</p> <p>KB6. Prepare workstation and work prior to commencing operations</p> <p>KB7. Carry out minor machine maintenance in accordance with workplace procedures</p> <p>KB8. Product and quality specifications for shaving operation</p> <p>KB9. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB10. Procedure to correctly switch off the machine on completion of work and do the necessary cleaning and maintenance activities</p> <p>KB11. Providing support to ensure records and other documentation are clearly and accurately completed where required</p> <p>KB12. Manufacturers' instructions</p>
Skills (s)	
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's rules, guidelines and standards</p> <p>SA3. Follow company rules for safe disposal of waste</p>
Professional Skills	<p>On the job the individual needs to be able to:</p> <p>SB1. Plan and schedule work routine in an effective manner, along with effective decision making</p> <p>SB2. Operate machine safely in accordance with workplace standard operating procedures, and report any malfunctions</p> <p>SB3. Correctly interpret the specifications mentioned</p>

LSS/N0301 Carry out shaving operations

	SB4.	Position self to achieve operator comfort and to minimize fatigue
	SB5.	Check and do the necessary activities to enable optimum performance of the machine, report any faults to the maintenance department
	SB6.	Check if finished pieces meet specifications
	SB7.	Clean and maintain work area around the machine to meet workplace and safety standards
	SB8.	Adhere to the quality standards
	SB9.	Give inputs to prepare required documents, fill up forms and reports
	SB10.	Comply with written instructions

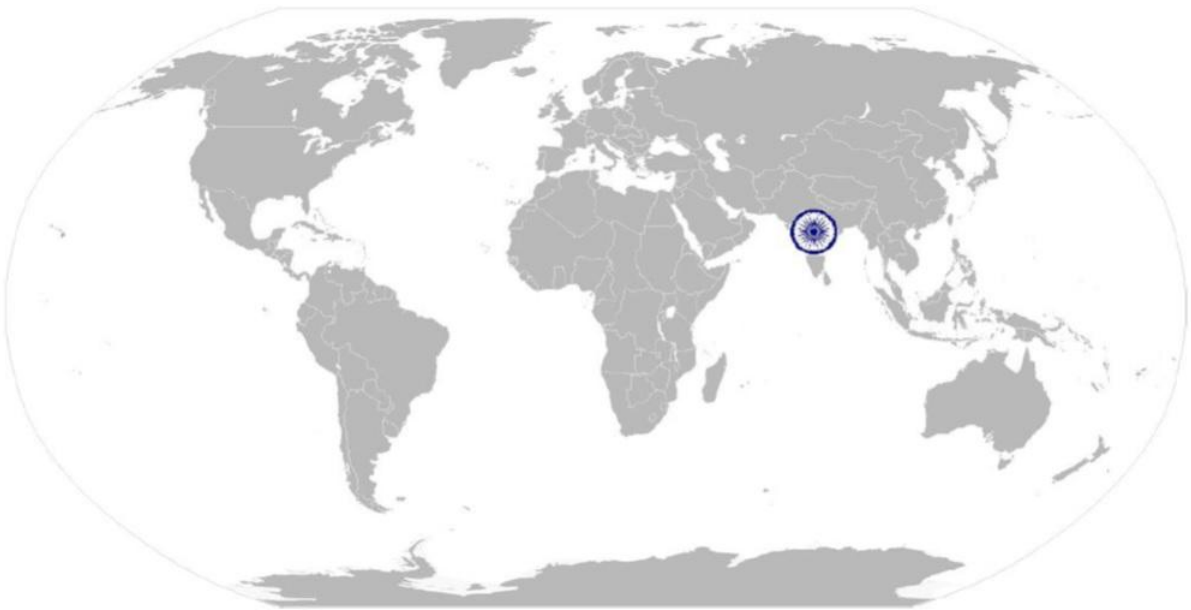
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NOS Code	LSS/N0301		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	27 th November 2013
Sub-sector	Finished Leather	Last reviewed on	
		Next review date	24 th December 2014

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LSS/N0302 Contribute to achieving product quality in shaving 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 leather shaving related activities.

LSS/N0302 Contribute to achieving product quality in shaving operations

National Occupational Standard

Unit Code	LSS/N0302
Unit Title (Task)	Contribute to achieving product quality in shaving operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking leather shaving related activities.
Scope	<p>Input Types</p> <ul style="list-style-type: none"> Tanned leather after completion of wet process <ul style="list-style-type: none"> Vegetable-tanned leather Chrome-tanned leather Aldehyde-tanned leather Synthetic-tanned leather Alum-tanned leather <p>Finished Leather Types</p> <ul style="list-style-type: none"> Full Top Grain Leather Corrected Grain Leather Nappa Leather Patched Leather Patent Leather Nubuck Leather Suede Leather Pull up Leather Burnish Leather <p>Product specifications</p> <ul style="list-style-type: none"> Job card <p>Quality issue</p> <ul style="list-style-type: none"> Specification mismatch Surface defects <ul style="list-style-type: none"> Thickness mismatch <p>Corrective action</p> <ul style="list-style-type: none"> Reporting Repairing
Performance Criteria (PC) w.r.t the Scope	
Element	Performance Criteria
Inspection	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Test the machine to ensure correct operations</p>

LSS/N0302 Contribute to achieving product quality in shaving operations

	<p>PC2. Ensure that the leather pieces are positioned on the machine appropriately</p> <p>PC3. Operate the machine in accordance with machine and workplace standards</p> <p>PC4. Check to confirm that the crust leather is of the specified thickness as per the gauge reading after the shaving process</p> <p>PC5. Check the performance of the machine for signs of faulty operations and take action in accordance with workplace procedures</p>
Reporting & Documentation	<p>PC6. Report faults outside personal responsibility to the appropriate person</p> <p>PC7. Identify faults in materials and products</p> <p>PC8. Identify causes of faults to maintain product quality</p> <p>PC9. Follow reporting procedures where the cause of faults cannot be identified</p>
Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The organization's rules, guidelines and standards</p> <p>KA2. Quality systems and procedures</p> <p>KA3. Limits of personal responsibility</p> <p>KA4. Process of reporting faults</p> <p>KA5. Process of operating equipments</p>
<p>B. Technical / Domain Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The different types of faults likely to be found and method to put them right</p> <p>KB2. The different techniques and methods used to detect faults</p> <p>KB3. The inspection methods that can be used</p> <p>KB4. Importance of product checks</p> <p>KB5. The acceptable solutions for particular faults</p> <p>KB6. The consequences of not rectifying problems</p> <p>KB7. The types of adjustments suitable for specific types of faults</p> <p>KB8. Responsibilities at work during production</p> <p>KB9. Company's quality and production targets and the effect of not meeting these on self and/or the team</p> <p>KB10. Allowed tolerances</p> <p>KB11. Difference between correctable and non-correctable faults</p> <p>KB12. Manufacturer's instructions</p>
Skills (S)	
<p>A. Core Skills / Generic Skills</p>	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Deal with problems within the work area, and within limits of personal</p>

LSS/N0302 Contribute to achieving product quality in shaving operations

	<p>responsibility</p> <p>SA2. Report problems outside area of responsibility to the appropriate person</p> <p>SA3. Communicate effectively with colleagues</p> <p>SA4. Comply with written instructions</p> <p>SA5. Complete other documentation</p>
B. Professional Skills	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Apply appropriate method of inspection</p> <p>SB2. Identify equipment parts</p> <p>SB3. Set up equipment and testing it</p> <p>SB4. Identify faults, the causes and rectification</p> <p>SB5. Identify equipment maintenance requirements and perform the maintenance procedure</p> <p>SB6. Identify, rectify and/or report major equipment faults and causes</p> <p>SB7. Check equipment and processes</p> <p>SB8. Handle different materials</p>

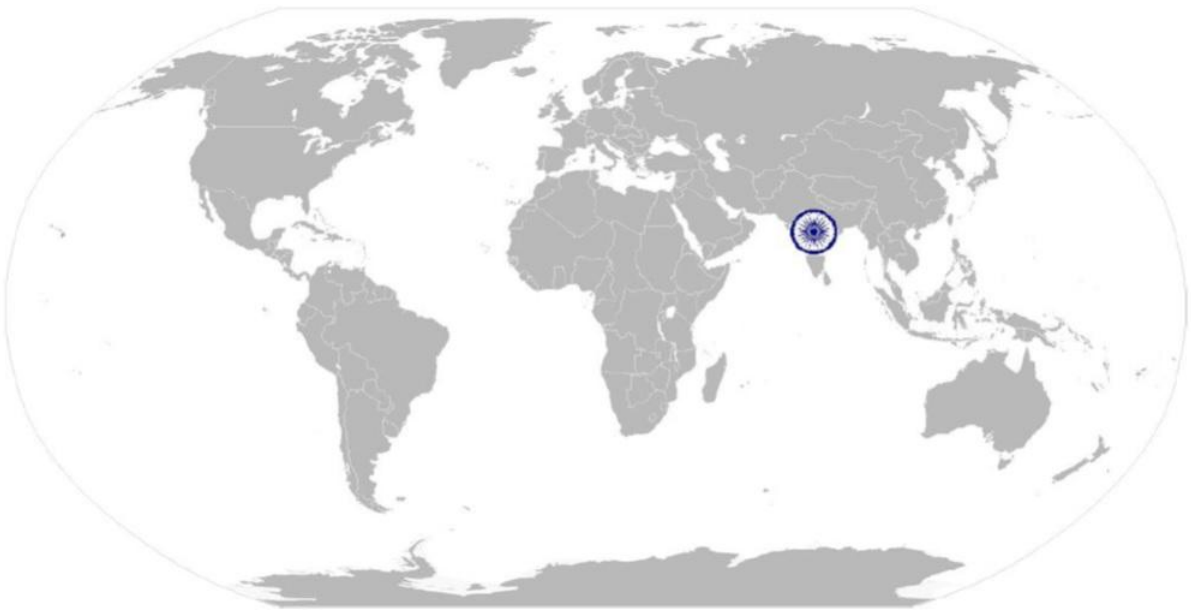
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NOS Code	LSS/N0302		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	27th November 2013
Sub-sector	Finished Leather	Last reviewed on	
		Next review date	24th December 2014

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LSS/N0204 Maintain the work area, tools and machines

National Occupational Standard



Overview

This standard is for those who organise and maintain their work areas, tools and machines to make sure that agreed production targets and instructions are met.

LSS/N0204 Maintain the work area, tools and machines

National Occupational Standard

Unit Code	LSS/N0204
Unit Title (Task)	Maintain the work area, tools and machines
Description	This standard is for those who organise and maintain their work areas and activities to make sure that agreed production targets and instructions are met.
Scope	<p>Environmental conditions</p> <ul style="list-style-type: none"> • Lighting • Ventilation • General comfort <p>Tools and machines maintenance</p> <ul style="list-style-type: none"> • Mechanical condition • Lubrication technique • Basic cleaning technique
Performance Criteria (PC) w.r.t the Scope	
Element	Performance Criteria
Work area /tools/machinery maintenance at work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Handle materials, machinery, equipment and tools safely and correctly</p> <p>PC2. Use correct lifting and handling procedures</p> <p>PC3. Use materials to minimize waste</p> <p>PC4. Prepare and organise work</p> <p>PC5. Maintain a clean and hazard free working area</p> <p>PC6. Maintain tools and equipment</p> <p>PC7. Carry out maintenance and/or cleaning outside responsibility</p> <p>PC8. Ensure that the correct machine guards are in place</p> <p>PC9. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC10. Store cleaning equipment safely after use</p> <p>PC11. Carry out cleaning according to schedules and limits of responsibility</p>
Work area regulations	<p>PC12. Deal with work interruptions</p> <p>PC13. Move about the workplace with care</p> <p>PC14. Carry out running maintenance within agreed schedules</p> <p>PC15. Work in a comfortable position with the correct posture</p>
Waste Disposal	PC16. Dispose of waste safely in the designated location
Reporting & Documentation	<p>PC17. Report unsafe equipment and other dangerous occurrences</p> <p>PC18. Complete and store accurate records and documentation</p>
PC19. Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand:

LSS/N0204 Maintain the work area, tools and machines

(Knowledge of the company / organization and its processes)	<p>KA1. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organizational procedures</p> <p>KA3. Limits of your own responsibility</p> <p>KA4. Ways of resolving with problems within the work area</p> <p>KA5. The production process and the specific work activities that relate to the whole process</p> <p>KA6. The importance of effective communication with colleagues</p> <p>KA7. The lines of communication, authority and reporting procedures</p> <p>KA8. The organization's rules and guidelines (including timekeeping)</p> <p>KA9. The companies quality standards</p> <p>KA10. The types of records kept, how are they completed and the importance of keeping them accurate</p> <p>KA11. The importance of complying with written instructions</p> <p>KA12. Equipment operating procedures / manufacturer's instructions</p> <p>KA13. 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. Work instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications and instructions</p> <p>KB3. Relation between work role and the overall manufacturing process</p> <p>KB4. The importance of good time keeping and attendance</p> <p>KB5. The importance of minimised production costs</p> <p>KB6. The importance of taking action when problems are identified</p> <p>KB7. Different ways of minimising waste</p> <p>KB8. The importance of running maintenance and regular cleaning</p> <p>KB9. Effects of contamination on products i.e. Machine oil, dirt</p> <p>KB10. Common faults with equipment and the method to rectify</p> <p>KB11. Maintenance procedures</p> <p>KB12. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB13. Different types of cleaning equipment and substances and their use</p> <p>KB14. Safe working practices for cleaning and the method of carrying them out</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>

LSS/N0204 Maintain the work area, tools and machines

	<p>SB1. Take appropriate decisions regarding to responsibilities</p> <p>SB2. Solve operational role related issues</p>
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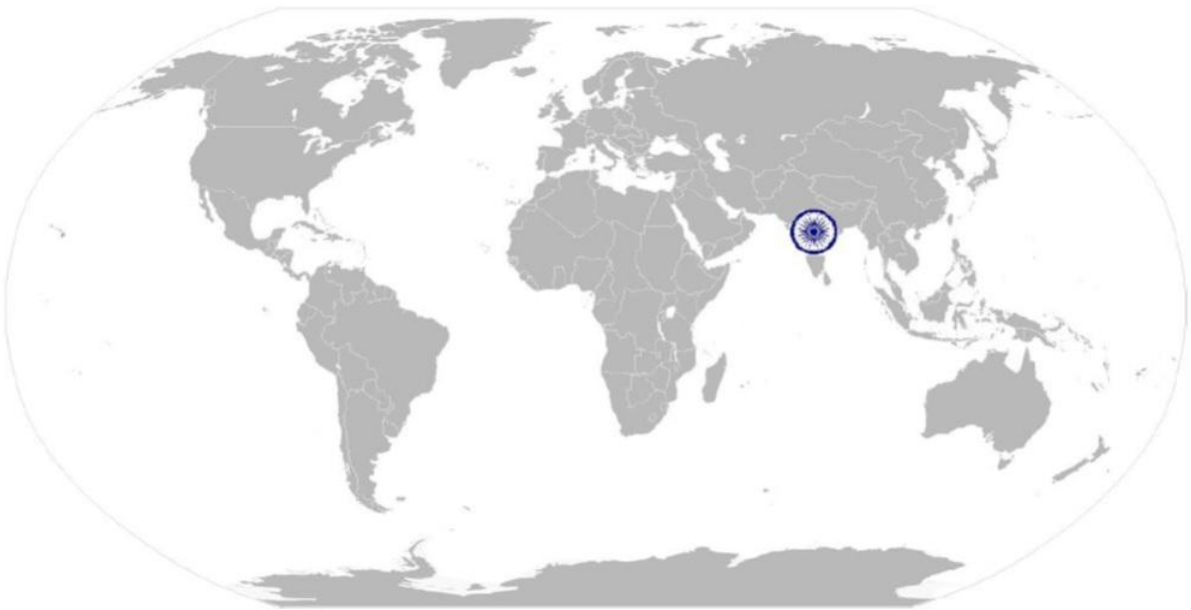
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Sector	Leather	Drafted on	27 th November 2013
Sub-sector	Finished Leather	Last reviewed on	
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LSS/N0104 Maintain health, safety and security at workplace

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for taking responsibility for their own health, safety and security in the workplace and is about using the correct procedures to prevent, control and minimise risk to them and others in the workplace.

LSS/N0104 Maintain health, safety and security at workplace

National Occupational Standard	Unit Code	LSS/N0104
	Unit Title (Task)	Maintain health, safety and security at workplace
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for taking responsibility for their own health, safety and security in the workplace and is about using the correct procedures to prevent, control and minimise risk to them and others in the workplace.
	Scope	<p>Hazards and Risks.</p> <ul style="list-style-type: none"> • Chemical hazards • Biological hazards • Fire • Electric short circuit, electric shock and electrocution • Medical emergency • Inflammable & toxic chemicals/ gases • Accidents • Ventilation and suffocation • Improper use of safety gear and non-adherence to safety norms • Hygiene and sanitation <p>Organizational Procedures</p> <ul style="list-style-type: none"> • Production line • Personal protective equipment (PPE). gloves, glasses, boots, aprons, Masks, Hoods, Respirators etc • Non-authorized / restricted areas • Protective safety requirements • Hazards and risks from machinery • Process related hazards and risks • Walkways and vehicle movement pathways • Storage and packaging areas <p>Training</p> <p>Medical Emergencies.</p> <p>Evacuation process</p>
		Performance Criteria (PC) w.r.t the Scope
	Element	Performance Criteria

LSS/N0104 Maintain health, safety and security at workplace

Health, safety and security maintenance at work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Use and maintain personal protective equipment as per protocol</p> <p>PC3. Carry out own activities in line with approved guidelines and procedures</p> <p>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. Identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC6. Store materials and equipment in line with manufacturer's and organizational requirements</p> <p>PC7. Minimize health and safety risks to self and others due to own actions</p> <p>PC8. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC9. Monitor the workplace and work processes for potential risks and threats</p>
Organizational Compliance	<p>PC10. Follow environment management system related procedures</p> <p>PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC12. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC13. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC14. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC15. Follow organization procedures for shutdown and evacuation when required</p>
Reporting & Documentation	<p>PC16. Report any service malfunctions that cannot be rectified</p> <p>PC17. Report hazards and potential risks/ threats to supervisors or other authorized personnel</p>
Waste Disposal	<p>PC18. 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>

LSS/N0104 Maintain health, safety and security at workplace

	<p>KA1. Health and safety related practices applicable at the workplace</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p> <p>KA3. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to minimize these</p> <p>KA5. Environmental management system related procedures at the workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual 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/N0104 Maintain health, safety and security at workplace

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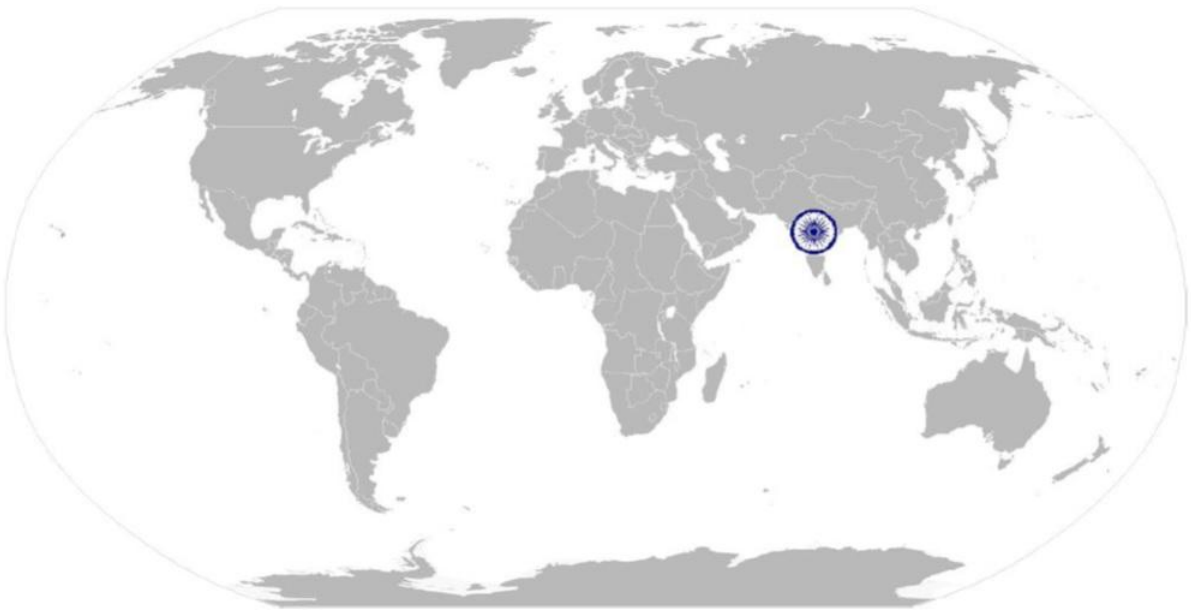
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Sector	Leather	Drafted on	27th November 2013
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LSS/N0105 Comply with industry, regulatory and organizational requirements


National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with 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 clarifications on policies and procedures, from your supervisor or other authorized personnel</p> <p>PC3. Apply and follow these policies and procedures within your work practices</p> <p>PC4. Provide support to your supervisor and team members in enforcing these considerations</p> <p>PC5. Identify and report any possible deviation to these requirements</p>

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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 your 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	Finished Leather	Last reviewed on	
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