

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR SKIVING 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 – SKIVING OPERATOR

SECTOR:LEATHER SECTOR

SUB-SECTOR:FOOTWEAR/ LEATHER GARMENTS AND GOODS

OCCUPATION:SKIVING

REFERENCE ID:LSS/N3701

ALIGNED TO: NCO-2004/8266.26

The Skiving Operation is a critical operation in footwear manufacturing. Skiving is done along the edges of the material, so that it can be folded and pasted with easy and accuracy. This operation greatly influences the appearance of the shoes. A highly skilled operator is required to do skiving as the skill required to skive is high and at the same time the opportunity to injure one while skiving is also high.

Brief Job Description: TheSkiving operator must be capable to operate both upper and lower skiving machines and also skillful to perform skiving with accuracy according to the specifications. Skiving operator must also be capable to perform the maintenance of the grinder and the skiving disk knife.

Personal Attributes:TheSkiving Operator must possess, 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, physical fitness, target oriented as well basic estimation and numerical skills.

Job Details

Qualifications Pack Code	LSS/N3701		
Job Role	Skiving Operator		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	4th December 2013
Sub-sector	Footwear/ Leather Garments and Goods	Last reviewed on	
Occupation	Skiving	Next review date	24th December 2014
Job Role	Skiving Operator		
Role Description	The Skiving operator must be capable to operate both upper and lower skiving machines and also skillful to perform skiving with accuracy according to the specifications. Skiving operator must also be capable to perform the maintenance of the grinder and the skiving disk knife.		
NVEQF / NVQF level	4		
Minimum Educational Qualifications	Class V		
Maximum Educational Qualifications	N/A		
Training	On-the-Job-Training		
Applicable National Occupational Standards	Click on the hyperlink to read/download the required NOS 1. LSS/N3701 - Carry out skiving operations using machine 2. LSS/N3702 - Contribute to achieving product quality in skiving operation 3. LSS/N0204 - Maintain the work area, tools and machines 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
	TBD	To Be Determined

LSS/N3701 - Carry out skiving operations using machine

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for footwear skiving operations by using appropriate Machineries, tools, equipment and processes.

LSS/N3701 - Carry out skiving operations using machine

Unit Code	LSS/N3701
Unit Title (Task)	Carry out skiving operations using machine
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for footwear skiving operations by using appropriate Machineries, tools, equipment and processes.
Scope	<p>Material</p> <ul style="list-style-type: none"> Leather Non-Leather Thermo plastic for toe puff <p>Tools</p> <ul style="list-style-type: none"> Measuring Scale Grinder Cleaner <p>Machineries</p> <ul style="list-style-type: none"> Upper Skiving Machine Bottom Skiving Machine <p>Services</p> <ul style="list-style-type: none"> Leather & non leather sheet skiving Toe puff skiving Counter skiving <p>Component</p> <ul style="list-style-type: none"> Toe Puff Counter Marker Leather Sheets <p>Targets</p> <ul style="list-style-type: none"> Productivity Quality Personality Development
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Preparatory Work	<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 and check the data on the work ticket or job card and carry out functions in line with the responsibilities of your job role</p> <p>PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear</p> <p>PC4. Select and sort the tools and materials for the work</p> <p>PC5. Setup the equipment and machineries for lasting as per the job requirement</p>

LSS/N3701 - Carry out skiving operations using machine

	<p>PC6. Make sure that tools are safe and clean to use on the material</p> <p>PC7. Agree and review your agreed upon work targets with your supervisor</p> <p>PC8. Seek feedback from supervisor on work related performance</p> <p>PC9. Minimize wastage</p> <p>PC10. Produce the required batch of components to match the job card and the company's production targets</p> <p>PC11. Dispose of waste materials safely and return re-useable materials</p> <p>PC12. Work in conformance to legal requirements, organizational policies and procedures</p> <p>PC13. Ask questions to obtain more information on tasks when the instructions you have are unclear</p> <p>PC14. Carry out visual inspection to ensure the products are free from handling defects</p>
Skiving Operation	<p>PC15. Ensure if the grinder is clean. If not, clean the grinder with grinder cleaner</p> <p>PC16. Ensure if the skiving disk blade is sharp. If not, sharpen the disk blade using the grinder.</p> <p>PC17. Adjust the width and thickness as per the specifications to perform skiving of the material</p> <p>PC18. Carryout skiving operation as per the specification</p> <p>PC19. Carry out visual inspection to ensure the accuracy of the skiving</p>
Reporting & Documentation	<p>PC20. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC21. Complete forms, records and other documentation</p> <p>PC22. Follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC23. Complete forms, records and other documentation</p>
Sorting & Placing	<p>PC24. Sort and place work to the next stage of production and minimise the risk of damage</p> <p>PC25. Pass the skived uppers to the next stage in the manufacturing process after validation</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. Responsibilities and line of reporting within the work area</p> <p>KA2. Protocol to obtain more information on work related tasks</p> <p>KA3. Organizational policies and procedures</p> <p>KA4. Work target and review mechanism with your supervisor</p> <p>KA5. Process for offering/ obtaining work related assistance</p> <p>KA6. Protocol and format for reporting work related risks/ problems</p> <p>KA7. Contact person in case of queries on procedure or products</p> <p>KA8. Common hazards in the work area and procedures for dealing with them</p>

LSS/N3701 - Carry out skiving operations using machine

	<p>KA9. Procedures for handling the tools and equipment</p> <p>KA10. Procedures with regard to material re-usage and disposal</p> <p>KA11. Quality standards and the reporting procedures</p> <p>KA12. Documentation required as part of the process</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Procedures to operate the upper skiving and bottom skiving machines</p> <p>KB2. Procedures and concept of the operations followed in the skiving Process</p> <p>KB3. Knowledge of the parameter setting in the skiving machines(Thickness, Width)</p> <p>KB4. The ways by which material can be contaminated or damaged during processing and the effects on quality</p> <p>KB5. Knowledge of the skiving disk blade and procedure to sharpen it</p> <p>KB6. Knowledge of the grinder and its maintenance</p> <p>KB7. Safely performing skiving without getting injured in the process</p> <p>KB8. Knowledge of the leather</p> <p>KB9. Basic units of measurements knowledge</p>
A. Core Skills / Generic Skills	<p>The user/ individual on the job needs to know and understand how 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>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Accurately skive according to the specification provided</p> <p>SB2. Sharpen the blade</p> <p>SB3. Performing skiving without injury</p>

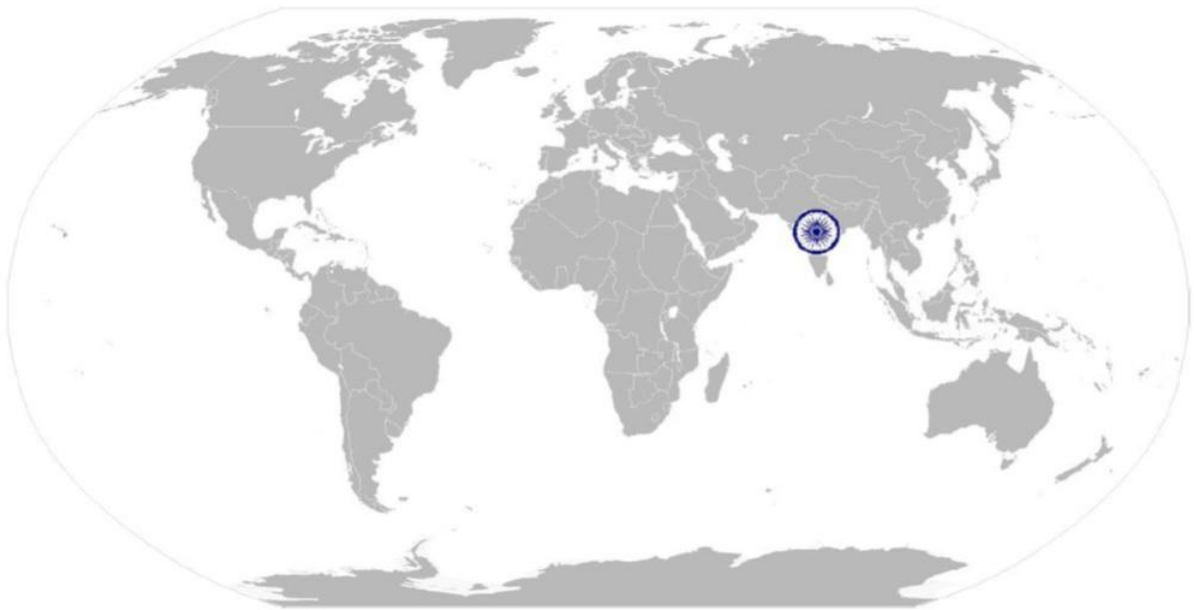
NOS Version Control

NOS Code	LSS/N3701		
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

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LSS/N3702 - Contribute to achieving product quality in skiving operation

National Occupational Standard



Overview

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

LSS/N3702 - Contribute to achieving product quality in skiving operation

National Occupational Standard

Unit Code	LSS/N3702
Unit Title (Task)	Contribute to achieving product quality in skiving operation
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking skiving related activities to ensure products meet specifications.
Scope	<p>Product specifications</p> <ul style="list-style-type: none"> Job card <p>Quality issue</p> <ul style="list-style-type: none"> Thickness of the skived material Width of the skived material Shape of the skived material <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 Wastage
Performance Criteria (PC) w.r.t the Scope	
Element	Performance Criteria
Contribute to achieving the product quality	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Set up and test skiving machines to ensure correct operation</p> <p>PC2. Operate the machine in accordance with machine and workplace standards</p> <p>PC3. Ensure the skiving is done accurately according to the specifications.</p> <p>PC4. Ensure the optimum condition of the disk knife</p> <p>PC5. Ensure skiving is uniform even along the curvy edges</p> <p>PC6. Check the performance of the machine for signs of faulty operations and take action in accordance with workplace procedures</p> <p>PC7. Ensure materials and component parts meet specifications</p> <p>PC8. Report and replace faulty materials and component parts which do not meet specification</p> <p>PC9. Report faults outside personal responsibility to the appropriate person</p> <p>PC10. Identify faults in materials and products</p> <p>PC11. Identify causes of faults to maintain product quality</p> <p>PC12. Follow reporting procedures where the cause of faults cannot be</p>

LSS/N3702 - Contribute to achieving product quality in skiving operation

	<p>identified</p> <p>PC13. Maintain the required productivity and quality levels</p> <p>PC14. Carry out quality checks at agreed intervals and in the approved way</p> <p>PC15. Identify process problems that effect product quality and report them promptly to appropriate people</p> <p>PC16. Identify faults in finished products and trace their causes</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Types of problems with quality and how to report them to appropriate people</p> <p>KA2. Consequences of not rectifying problems</p> <p>KA3. Safe working practices and organizational procedures</p> <p>KA4. Limits of personal responsibility</p> <p>KA5. The lines of communication, authority and reporting procedures</p> <p>KA6. The organization's rules and guidelines (including timekeeping)</p> <p>KA7. The company's quality standards</p> <p>KA8. Equipment operating procedures / manufacturer's instructions</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The different types of faults likely to be found in the skiving process and method to put them right</p> <p>KB2. The different techniques and methods used to detect faults in the skiving process</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)	
A. Core Skills / Generic Skills	<p>On the job the individual needs to be able to:</p> <p>SA1. Deal with problems within the work area, and within limits of personal responsibility</p> <p>SA2. Report problems outside area of responsibility to the appropriate person</p> <p>SA3. Read, write and communicate orally</p> <p>SA4. Plan and manage work routine based on company procedure</p> <p>SA5. Communicate effectively with colleagues</p>
B. Professional	<p>On the job the individual needs to be able to:</p>

LSS/N3702 - Contribute to achieving product quality in skiving operation

Skills	<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 Version Control

NOS Code	LSS/N3702		
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

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LSS/N0204 - Maintain the work area, tools and machines

National Occupational Standard



Overview

This standard is for those who organize 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 organize 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 organize 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. Work in a comfortable position with the correct posture</p> <p>PC10. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC11. Store cleaning equipment safely after use</p> <p>PC12. Carry out cleaning according to schedules and limits of responsibility</p>
Work area regulations	<p>PC13. Deal with work interruptions</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>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company /	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organisational procedures</p>

LSS/N0204 - Maintain the work area, tools and machines

organization and its processes)	<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 organisation's rules, codes 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> <p>SB1. Take appropriate decisions regarding to responsibilities</p> <p>SB2. Solve operational role related issues</p>

LSS/N0204 - Maintain the work area, tools and machines

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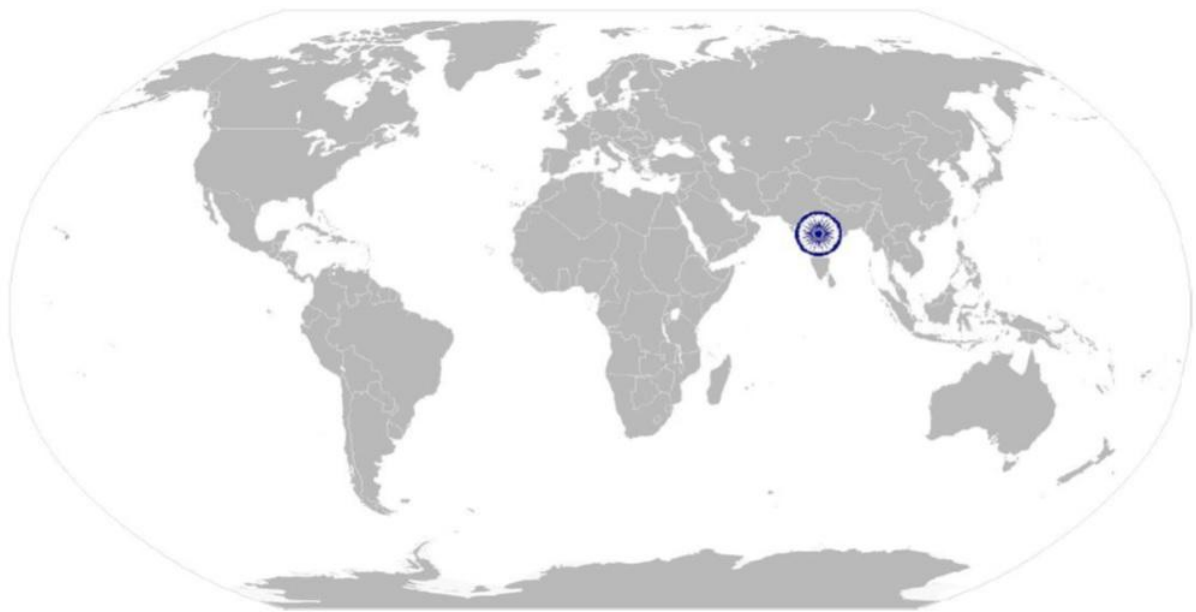
NOS Code	LSS/N0204		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	27 th November 2013
Sub-sector	Finished Leather	Last reviewed on	
		Next review date	24 th December 2014

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LSS/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 minimize 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 workplace
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 minimize 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>Organisational 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 organizational compliance	<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>

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

	<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. Organisational Context	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Health and safety related practices applicable at the workplace</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p> <p>KA3. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to minimize these</p> <p>KA5. Environmental management system related procedures at the workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency 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	<p>The user/individual on the job needs to know and understand:</p>

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

Knowledge	KB1. Occupational health and safety risks and KB2. Personal protective equipment and method of use KB3. Identification, handling and storage of hazardous substances KB4. Proper disposal system for waste and by-products KB5. Signage related to health and safety and their meaning KB6. Importance of sound health, hygiene and good habits KB7. Ill-effects of alcohol, tobacco and drugs
Skills (S)	
A. Core Skills/ Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. Respond to emergencies, accidents or fire at the workplace SA2. Evacuate the premises and help others in need while doing so SA3. The value of physical fitness, personal hygiene and good habits
B. Professional Skills	The user/ individual on the job needs to know and understand how to: SB1. Raise alarm SB2. Safe and correct procedure of handling equipment and machinery SB3. Identify, report malfunctions in machinery and equipment and correct them if possible SB4. Identify and report service malfunctions and chemical leaks SB5. Keep work area free from potential hazards SB6. Report to supervisors and other authorized personnel for assistance

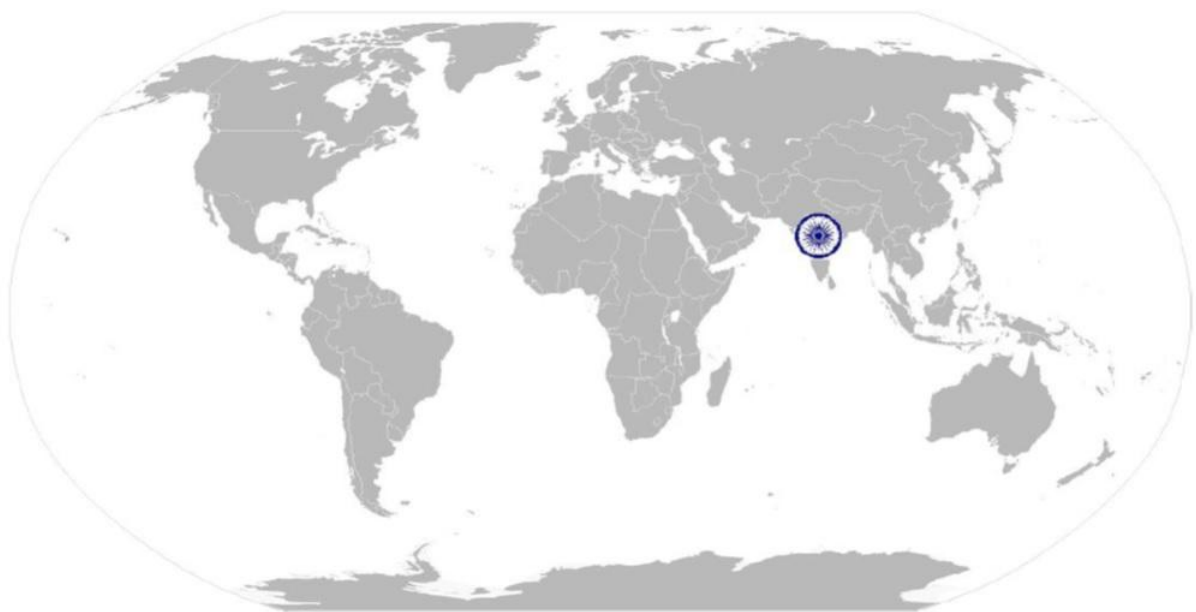
NOS Version Control

NOS Code	LSS/N3104		
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

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LSS/N0105 - Comply with industry, regulatory and organisational 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 organisational 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>Organisational 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>
		Knowledge and Understanding (K)
	C. Organisational	The user/individual on the job needs to know and understand:

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Context	<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	25th July 2013
Sub-sector	Footwear	Last reviewed on	30th July 2013
		Next review date	24th December 2014

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