

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR STITCHER - LEATHER GOODS AND GARMENTS [LEATHER SECTOR]

### What are Occupational Standards(OS)?

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

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### Introduction

## Qualifications Pack – STITCHER

**SECTOR:** LEATHER SECTOR

**SUB-SECTOR:** LEATHER GOODS AND GARMENTS

**OCCUPATION:** STITCHING

**REFERENCE ID:** LSS /Q6101

**Brief Job Description.** A **Stitcher**, also called a 'sewer' is an important job-role associated with Leather Goods and Garment sector. The primary responsibility of a stitcher is to sew fabric, fur, leather or synthetic materials to produce garments and other articles.

**Personal Attributes.** Stitcher should have good hand-eye co-ordination, motor skills and vision (including near vision, distance vision, color vision, peripheral vision, depth perception and ability to change focus).

<b>Qualifications Pack Code</b>	<b>LSS /Q6101</b>		
<b>Job Role</b>	<b>Stitcher</b>		
<b>Credits (NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version Number</b>	<b>1</b>
<b>Sector</b>	<b>Leather</b>	<b>Drafted on</b>	<b>25<sup>th</sup> July 2013</b>
<b>Sub-sector</b>	<b>Leather Goods and Garments</b>	<b>Last reviewed on</b>	<b>30<sup>th</sup> July 2013</b>
<b>Occupation</b>	<b>Stitching</b>	<b>Next review date</b>	<b>1<sup>st</sup> November 2013</b>
<b>Job Role</b>	<b>Stitcher</b>		
<b>Role Description</b>	To sew fabric, fur, leather or synthetic materials to produce garments and other articles in Leather Goods and Garments sector		
<b>NVEQF / NVQF level</b>	4		
<b>Minimum Educational Qualifications</b>	Class V		
<b>Maximum Educational Qualifications</b>	NA		
<b>Training</b>	TBD		
<b>Applicable National Occupational Standards</b>	Click on the hyperlink to read/download the required NOS  1. <a href="#">LSS/N6101 - Carry out basic operations within leather goods</a> 2. <a href="#">LSS/N6102 - Stitch components to produce leather goods</a> 3. <a href="#">LSS/N6103 - Maintain the work area, tools and machines</a> 4. <a href="#">LSS/N6104 - Contribute to achieving the product quality in stitching operations</a> 5. <a href="#">LSS/N6105 - Comply with health, safety and security requirements at work</a> 6. <a href="#">LSS/N6106 - Comply with industry, regulatory and organizational requirements</a>		
<b>Performance Criteria</b>	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



LEATHER  
SECTOR  
SKILL  
COUNCIL

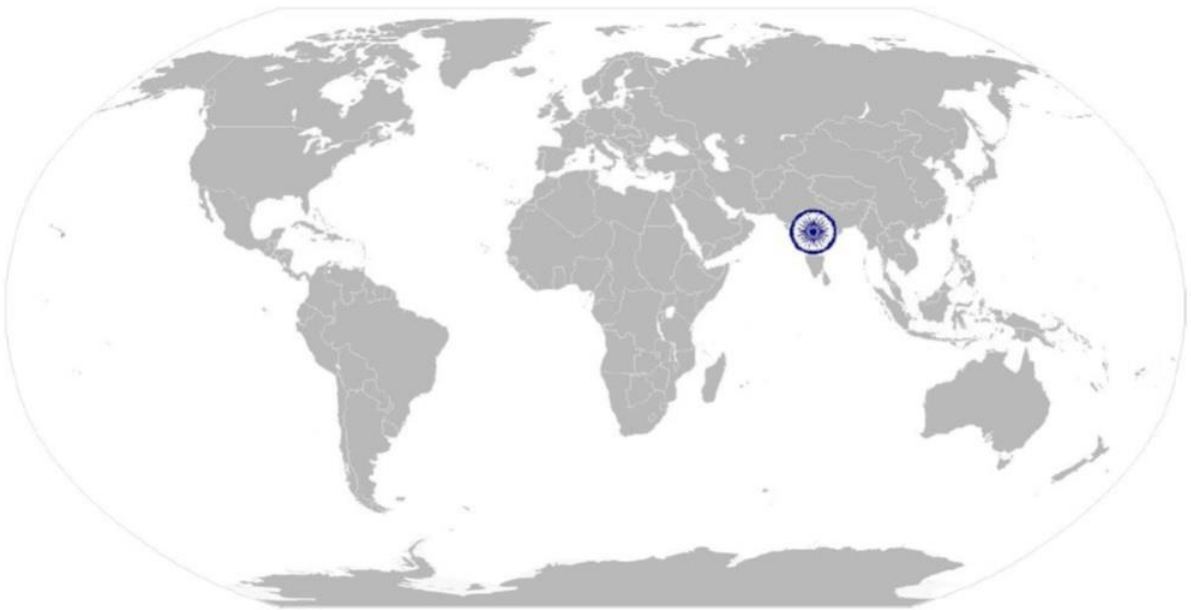
NOS  
National Occupational Standards



LSS /N6101 - Carry out basic operations within leather goods

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# National Occupational Standard



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## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out basic operations within leather goods production.

**LSS /N6101 - Carry out basic operations within leather goods**

National Occupational Standard

Unit Code	LSS /N6101
Unit Title (Task)	Carry out basic operations within leather goods
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out basic operations within leather goods production.
Scope	<ol style="list-style-type: none"> <li><b>Material.</b> <ol style="list-style-type: none"> <li>Leather</li> <li>Non-leather</li> </ol> </li> <li><b>Tools.</b> <ol style="list-style-type: none"> <li>Leather Sewing machine</li> <li>Sewing Needles</li> <li>Threads</li> <li>Scissors</li> <li>Measuring tapes and rulers</li> </ol> </li> <li><b>Quality standard of materials.</b> <ol style="list-style-type: none"> <li>Color</li> <li>Dimension</li> <li>Texture</li> <li>Leather defects</li> <li>Leather types</li> <li>Leather properties</li> <li>Leather coating types</li> </ol> </li> <li><b>Services.</b> <ol style="list-style-type: none"> <li>Sequence in making a leather good or garment</li> <li>Different designs and articles</li> <li>Construction type and manufacturing technique</li> </ol> </li> <li><b>Targets</b> <ol style="list-style-type: none"> <li>Productivity</li> </ol> </li> </ol>
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Carry out basic operations within leather goods</b>	<p>To be competent, the user/individual on the job must be able to:</p> <ol style="list-style-type: none"> <li>PC1. Make sure the work area is free from hazards</li> <li>PC2. Follow the instructions on the work ticket/ job card inline with the responsibilities of your job role</li> <li>PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear</li> <li>PC4. Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any</li> <li>PC5. Use the correct tools and equipment</li> </ol>

**LSS /N6101 - Carry out basic operations within leather goods**

	<p>PC6. Check that equipment is safe and set up in readiness for use</p> <p>PC7. Select the correct component parts for the style being worked on</p> <p>PC8. Check that the materials to be used are free from faults</p> <p>PC9. Ensure the materials used meet the specification matching</p> <p>a. Within a product</p> <p>b. Between a pair of products where applicable</p> <p>PC10. Report faults in the materials</p> <p>PC11. Carry out operations at a rate which maintains work flow and meets production targets</p> <p>PC12. Conform to company quality standards</p> <p>PC13. Report any damaged work to the responsible person</p> <p>PC14. 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>PC15. Seek feedback from team mates on work related performance</p> <p>PC16. Ask for help and information from your colleagues, when necessary, in a polite manner</p> <p>PC17. Anticipate and respond to requests for assistance from colleagues willingly and politely</p> <p>PC18. Follow and utilize opportunities for learning</p> <p>PC19. Update and develop knowledge of the products</p> <p>PC20. Check with others when unsure of new product details</p> <p>PC21. Sort and place work to assist the next stage of production and minimise the risk of damage</p> <p>PC22. Leave work area safe and secure when work is complete</p> <p>PC23. Complete forms, records and other documentation</p> <p>PC24. Work in conformance to legal requirements, organizational policies and procedures</p>
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**Knowledge and Understanding w.r.t the Scope**

Element	Knowledge and Understanding (K)
<p><b>A. Organisational Context</b> (Knowledge of the company / organisation and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Styles of products currently being produced</p> <p>KA2. Process of issuing work ticket/ job card and its relevance</p> <p>KA3. Details of the various job roles and responsibilities</p> <p>KA4. Appearance of the final product</p> <p>KA5. The organisation's policies and procedures</p> <p>KA6. Protocol to obtain more information on work related tasks</p> <p>KA7. Work target and review mechanism with your supervisor</p> <p>KA8. Method of obtaining/ giving feedback related to performance</p> <p>KA9. Importance of team work and harmonious working relationships</p>



**LSS /N6101 - Carry out basic operations within leather goods**

	<p>KA10. Process for offering/ obtaining work related assistance</p> <p>KA11. Protocol and format for reporting work related risks/ problems</p> <p>KA12. Contact person in case of queries on procedure or products</p> <p>KA13. Responsibilities under health, safety and environmental legislation</p> <p>KA14. Common workplace hazards and procedures for dealing with them</p> <p>KA15. Methods to handle tools and equipment safely and the health and safety implications of not doing so</p> <p>KA16. Documentation and reporting formats</p>
<b>B. Technical / Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Process of handling materials and equipment operations</p> <p>KB2. Sources of updates on leather goods and garments and other related areas</p> <p>KB3. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB4. Identification of tools, equipment and settings are needed for the operation</p> <p>KB5. Manufacturers' instructions</p> <p>KB6. Interpretation of body language (both positive and negative)</p> <p>KB7. Method of sharing domain related information with team members</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<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>B. Professional Skills</b>	<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>

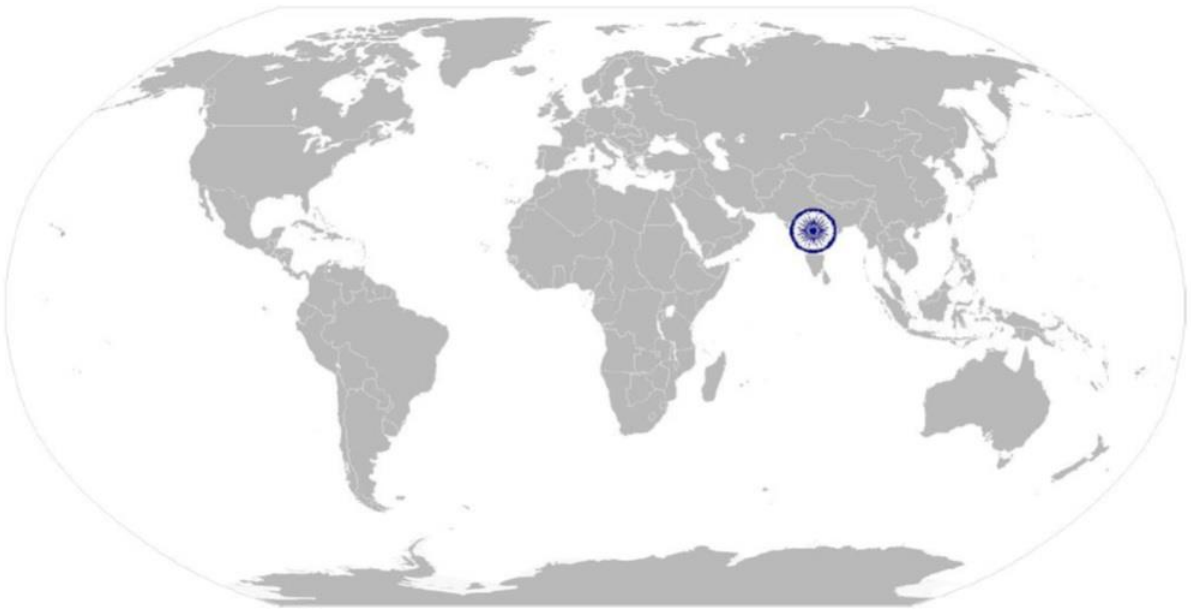
**NOS Version Control**

<b>NOS Code</b>	<b>LSS /N6101</b>		
<b>Credits (NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version Number</b>	<b>1</b>
<b>Sector</b>	<b>Leather</b>	<b>Drafted on</b>	<b>25<sup>th</sup> July 2013</b>
<b>Sub-sector</b>	<b>Leather Goods and Garments</b>	<b>Last reviewed on</b>	<b>30<sup>th</sup> July 2013</b>
		<b>Next review date</b>	<b>1<sup>st</sup> November 2013</b>

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# National Occupational Standard



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## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to stitch components for leather goods using machines or by hand.

**LSS /N6102 - Stitch components to produce leather goods**

National Occupational Standard	<b>Unit Code</b>	<b>LSS /N6102</b>
	<b>Unit Title (Task)</b>	<b>Stitch components to produce leather goods</b>
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to stitch components for leather goods using machines or by hand.
	<b>Scope</b>	<p><b>1. Type of stitching</b></p> <ul style="list-style-type: none"> <li>(a) Hand stitching</li> <li>(b) Machine stitching</li> </ul> <p><b>2. Tools</b></p> <ul style="list-style-type: none"> <li>(a) Leather Sewing machine <ul style="list-style-type: none"> <li>i. Single needle</li> <li>ii. Double needle</li> <li>iii. Multi-needle</li> <li>iv. Fur sewing machines</li> <li>v. Quilt Sewing Machine</li> <li>vi. Flat bed</li> <li>vii. Cylinder bed</li> <li>viii. Coverstitch</li> <li>ix. Overlock</li> <li>x. Flat Lock</li> <li>xi. Button Sew</li> <li>xii. Button Hole</li> <li>xiii. Bartack</li> </ul> </li> <li>(b) Non-leather component sewing machine</li> <li>(c) Sewing Needles</li> <li>(d) Threads (Bobbin Thread, Upper Thread)</li> <li>(e) Scissors</li> <li>(f) Measuring tapes and rulers</li> </ul> <p><b>3. Materials</b></p> <ul style="list-style-type: none"> <li>(a) Leather</li> <li>(b) Non-Leather</li> </ul> <p><b>4. Finished goods</b></p> <ul style="list-style-type: none"> <li>(a) Small leather goods</li> <li>(b) Big leather goods</li> <li>(c) Leather garments</li> </ul> <p><b>5. Stitching Style</b></p> <ul style="list-style-type: none"> <li>(a) lining stitching</li> <li>(b) inside stitching</li> <li>(c) outside stitching</li> <li>(d) decorative stitching</li> </ul>

**LSS /N6102 - Stitch components to produce leather goods**

	<p><b>6. Process</b></p> <ul style="list-style-type: none"> <li>(a) Operate machines</li> <li>(b) Setting up the machine</li> <li>(c) Maintain the machine</li> </ul> <p><b>7. Targets</b></p> <ul style="list-style-type: none"> <li>(a) Productivity</li> </ul>
<b>Performance Criteria (PC) w.r.t. The Scope</b>	
<b>Element</b>	<b>Performance criteria</b>
<p><b>Stitch components to produce leather goods</b></p>	<p>To be competent, the user/individual on the job must be able to:</p> <ul style="list-style-type: none"> <li>PC1. Make sure the work area is free from hazards</li> <li>PC2. Carry out work functions in line with the responsibilities of your job role</li> <li>PC3. Examine the specific item to identify what type of stitching is best suited</li> <li>PC4. Ask questions to obtain more information on tasks when the instructions you have are unclear and finalize the stitching option with the supervisor, in case of queries</li> <li>PC5. Estimate the expected length of time for the process</li> <li>PC6. Set up machine according to manufacturers' instructions and production requirements</li> <li>PC7. Use the correct machine, tools and equipment</li> <li>PC8. Set machine controls for the materials being stitched</li> <li>PC9. Perform a test run to ensure machine is operating correctly</li> <li>PC10. Adjust machine controls where necessary</li> <li>PC11. Report defective machines, tools and/or equipment to the responsible person</li> <li>PC12. Operate machines safely and in accordance with guidelines</li> <li>PC13. Optimize the positioning and layout of materials to ensure a smooth and rapid throughput</li> <li>PC14. Check the equipment prior to making the stitching, including: <ul style="list-style-type: none"> <li>a. Correct controls</li> <li>b. Correct attachments</li> <li>c. Changing needles</li> <li>d. Changing threads</li> <li>e. Changing awls</li> <li>f. Correct Timing</li> </ul> </li> <li>PC15. Adjust the tension and stitch length</li> <li>PC16. Stitch the correct materials in the right sequence as required by the production specification</li> <li>PC17. Pass the stitched item to the next stage in the manufacturing process after validation</li> </ul>

**LSS /N6102 - Stitch components to produce leather goods**

	<p>PC18. Respond accordingly where stitched items do not meet production specification</p> <p>PC19. Minimise and dispose of waste materials in the approved manner</p> <p>PC20. Seek feedback from team mates on work related performance</p> <p>PC21. Ask for help and information from your colleagues, when necessary, in a polite manner</p> <p>PC22. Anticipate and respond to requests for assistance from colleagues willingly and politely</p> <p>PC23. Follow and utilize opportunities for learning</p> <p>PC24. Update and develop knowledge of the products</p> <p>PC25. Check with others when unsure of new product details</p> <p>PC26. Clean and make safe machines after use</p> <p>PC27. Carry out basic maintenance of own machines</p> <p>PC28. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC29. Complete forms, records and other documentation</p> <p>PC30. Work in conformance to legal requirements, organizational policies and procedures</p>
<b>Knowledge and Understanding w.r.t the Scope</b>	
<b>Element</b>	<b>Knowledge and Understanding (K)</b>
<p><b>A. Organisational Context</b> (Knowledge of the company / organisation and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The organisation's policies and procedures</p> <p>KA2. Responsibilities under health, safety and environmental legislation</p> <p>KA3. Guidelines for storage and disposal of waste materials</p> <p>KA4. Potential hazards associated with the machines and the safety precautions that must be taken</p> <p>KA5. Protocol to obtain more information on work related tasks</p> <p>KA6. Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment</p> <p>KA7. Details of the various job roles and responsibilities</p> <p>KA8. Documentation and reporting formats</p> <p>KA9. Work target and review mechanism with your supervisor</p> <p>KA10. Protocol and format for reporting work related risks/ problems</p> <p>KA11. Method of obtaining/ giving feedback related to performance</p> <p>KA12. Importance of team work and harmonious working relationships</p> <p>KA13. Process for offering/ obtaining work related assistance</p>
<p><b>B. Technical / Domain Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of leather goods and garments and types of leather goods</p>

**LSS /N6102 - Stitch components to produce leather goods**

	<p>requiring stitching by hand or machine stitching</p> <p>KB2. Range of techniques most suited to the different types of leather goods construction</p> <p>KB3. Sources of updates on leather goods and garments and other related areas</p> <p>KB4. Common factors affect stitching</p> <p>KB5. Broken needle procedure</p> <p>KB6. Thread thickness, shade and needle sizes</p> <p>KB7. Setting up and adjusting machine controls</p> <p>KB8. The typical faults of stitching machines and methods to rectify them</p> <p>KB9. The actions to take in the event of a machine ceasing to function correctly</p> <p>KB10. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KB11. The main pieces of equipment needed to stitch the item and their capabilities</p> <p>KB12. The characteristics of the materials and how they differ</p> <p>KB13. The problems encountered when stitching different constructions</p> <p>KB14. Usage, application and storage of adhesives</p> <p>KB15. Maintenance, adjustment and replacement of worn parts on the machines required for different types of attachment</p> <p>KB16. The manufacturer's instructions for setting up, adjusting and operating the equipment</p> <p>KB17. The manufacturer's specifications and instructions for maintenance of equipment</p> <p>KB18. Interpretation of body language (both positive and negative)</p> <p>KB19. Method of sharing domain related information with team members</p> <p>KB20. Safety precautions to be taken when stitching</p>
<b>Skills (S)</b>	
<p><b>A. Core Skills / Generic Skills</b></p>	<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>
<p><b>B. Professional Skills</b></p>	<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 /N6102 - Stitch components to produce leather goods**

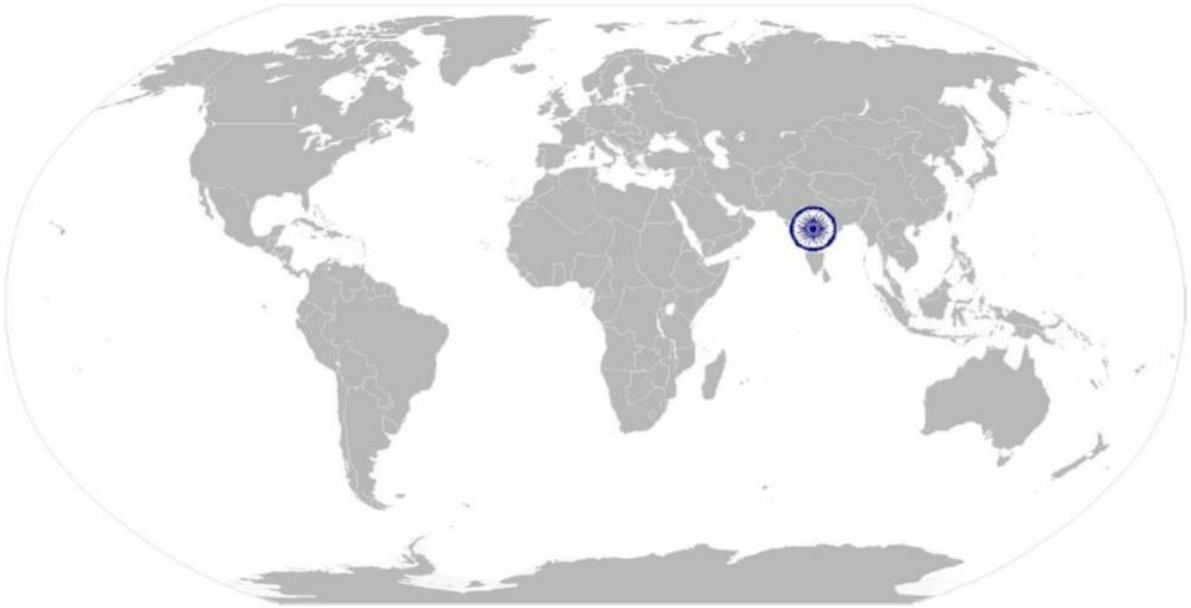
**NOS Version Control**

NOS Code	LSS /N6102		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1
Sector	Leather	Drafted on	25th July 2013
Sub-sector	Leather Goods and Garments	Last reviewed on	30 <sup>th</sup> July 2013
		Next review date	1 <sup>st</sup> November 2013

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# National Occupational Standard



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## 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 /N6103 - Maintain the work area, tools and machines**

<b>Unit Code</b>	<b>LSS /N6103</b>
<b>Unit Title (Task)</b>	<b>Maintain the work area, tools and machines</b>
<b>Description</b>	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
<b>Scope</b>	<b>1. Environmental conditions</b> <ol style="list-style-type: none"> <li>lighting</li> <li>ventilation</li> <li>general comfort</li> </ol>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Maintain the work area, tools and machines</b>	<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. Carry out checks to ensure the environmental conditions required for production are met</p> <p>PC3. Follow correct lifting and handling procedures</p> <p>PC4. Follow instructions with regard to materials to minimise waste</p> <p>PC5. Maintain a clean and hazard free working area</p> <p>PC6. Maintain tools and equipment as per organization guidelines and manufacturer's instructions</p> <p>PC7. Carry out running maintenance within agreed schedules</p> <p>PC8. Report the need for maintenance and/or cleaning outside your area of responsibility</p> <p>PC9. Report unsafe equipment and other dangerous occurrences</p> <p>PC10. Maintain the correct machine guards for equipment</p> <p>PC11. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. Carry out cleaning according to schedules and limits of responsibility</p> <p>PC13. Dispose waste safely in the designated location</p> <p>PC14. Store cleaning equipment safely after use</p> <p>PC15. Complete and store documentation</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b> ( Knowledge of the company / organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Safe working practices and organisational procedures</p> <p>KA2. Potential threats/ dangerous occurrences in the work area</p> <p>KA3. Ways of resolving problems within the work area</p> <p>KA4. The lines of communication, authority and reporting procedures</p> <p>KA5. The quality standards and processes followed by the organization</p>

**LSS /N6103 - Maintain the work area, tools and machines**

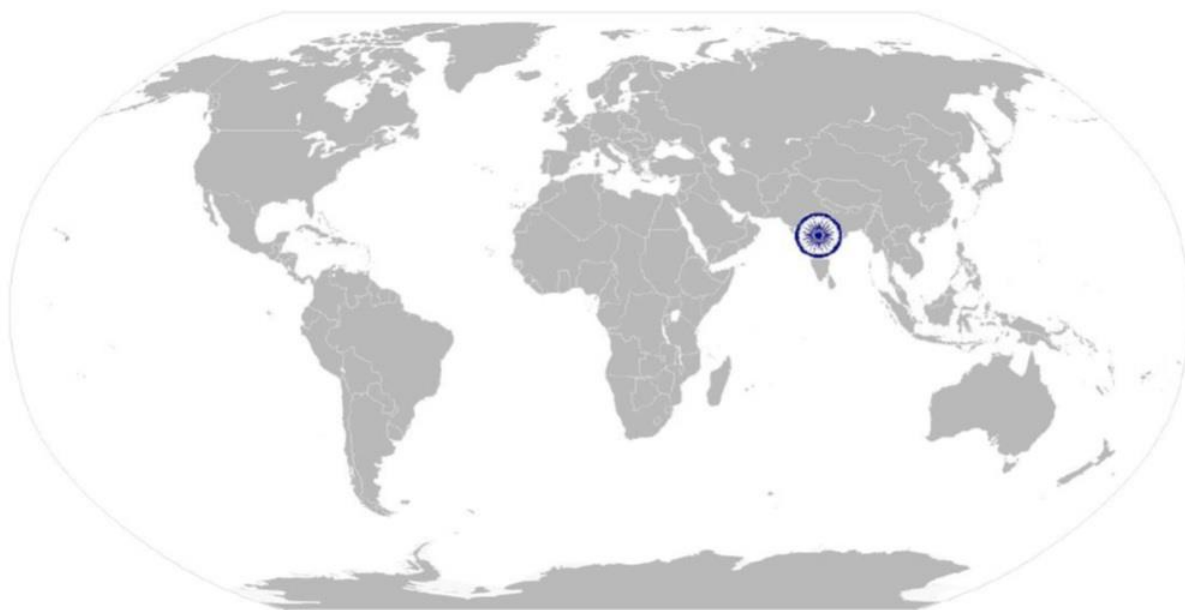
	relevant to your role KA6. The organisation's guidelines related to maintenance of equipment KA7. Documentation required for maintenance and reporting
<b>B. Technical/ Domain knowledge</b>	The user/individual on the job needs to know and understand:  KB1. Work instructions and specifications and interpret 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. Common faults with equipment and methods of rectification KB9. Maintenance procedures and manufacturer's instructions KB10. Different types of cleaning equipment/ substances and their use
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	On the job the individual needs to be able to:  SA1. Read, write and communicate orally SA2. Plan and manage work routine based on company procedure
<b>B. Professional Skills</b>	On the job the individual needs to be able to:  SB1. Take appropriate decisions regarding to responsibilities SB2. Solve operational role related issues

**NOS Version Control**

<b>NOS Code</b>	<b>LSS /N6103</b>		
<b>Credits (NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version Number</b>	<b>1</b>
<b>Sector</b>	<b>Leather</b>	<b>Drafted on</b>	<b>25<sup>th</sup> July 2013</b>
<b>Sub-sector</b>	<b>Leather Goods and Garments</b>	<b>Last reviewed on</b>	<b>30<sup>th</sup> July 2013</b>
		<b>Next review date</b>	<b>1<sup>st</sup> November 2013</b>

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# National Occupational Standard




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## Overview

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

**LSS /N6104 - Contribute to achieving the product quality in stitching operations**

National Occupational Standard

Unit Code	LSS /N6104
Unit Title (Task)	Contribute to achieving the product quality in stitching operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to look after their own production activities; identify and find out the cause of faults; correct faults.
Scope	<ol style="list-style-type: none"> <li><b>Type of stitching</b> <ol style="list-style-type: none"> <li>Hand stitching</li> <li>Machine stitching</li> </ol> </li> <li><b>Stitching Style</b> <ol style="list-style-type: none"> <li>lining stitching</li> <li>inside stitching</li> <li>outside stitching</li> <li>decorative stitching</li> </ol> </li> <li><b>Product specifications</b> <ol style="list-style-type: none"> <li>Job card</li> <li>Work ticket</li> </ol> </li> <li><b>Quality issue</b> <ol style="list-style-type: none"> <li>Surface irregularities</li> <li>Stitching defects</li> <li>Specification mismatch</li> </ol> </li> <li><b>Process knowledge</b> <ol style="list-style-type: none"> <li>ISO</li> <li>5S process knowledge</li> </ol> </li> <li><b>Corrective action</b> <ol style="list-style-type: none"> <li>Reporting</li> <li>Repairing</li> </ol> </li> <li><b>Tolerances</b> <ol style="list-style-type: none"> <li>Productivity</li> <li>Wastage</li> </ol> </li> </ol> 
Performance Criteria (PC) w.r.t the Scope	
Element	Performance criteria
<b>Contribute to achieving the product quality in stitching operations</b>	<p>To be competent, the user/individual on the job must be able to:</p> <ol style="list-style-type: none"> <li>Identify and use materials required based on the job card/ work ticket</li> <li>Take the necessary action when materials do not conform to company quality standards</li> <li>Report and replace identified faulty materials and component parts which do not meet specification</li> <li>Carry out work safely and at a rate which maintains work flow</li> </ol>

**LSS /N6104 - Contribute to achieving the product quality in stitching operations**

	<p>PC5. Report to the responsible person when the work flow of other production areas disrupts work</p> <p>PC6. Test, sort, track feed and examine work in progress</p> <p>PC7. Carry out quality checks at specified intervals according to instructions</p> <p>PC8. Apply the allowed tolerances</p> <p>PC9. Identify faults and take appropriate action for rectification</p> <p>PC10. Make adjustments promptly to return product to specification</p> <p>PC11. Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts</p> <p>PC12. Report faults in other processes to the appropriate person</p> <p>PC13. Maintain the required productivity and quality levels</p> <p>PC14. Complete and maintain documentation</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b> (Knowledge of the company / organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Safe working practices and organisational procedures</p> <p>KA2. The organisation's procedures and guidelines</p> <p>KA3. Quality systems and processes practiced in the organization</p> <p>KA4. Equipment operating procedures / manufacturer's instructions</p> <p>KA5. Types of problems with quality and how to report them to appropriate people</p> <p>KA6. Methods to present any ideas for improvement to line manager</p> <p>KA7. The importance of complying with written instructions</p> <p>KA8. Limits of personal responsibility</p> <p>KA9. Reporting procedure in case of faults in own/ other processes</p> <p>KA10. Importance of documentation</p> <p>KA11. Responsibilities under Health, Safety and Environmental legislation and regulations</p>
<b>B. Technical / Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different types of faults that are likely to be found and how to put them right</p> <p>KB2. Different techniques and methods used to detect faults</p> <p>KB3. Appropriate Inspection methods that can be used</p> <p>KB4. Acceptable solutions for particular faults</p> <p>KB5. The consequences of not rectifying problems</p> <p>KB6. The types of adjustments suitable for specific types of faults</p> <p>KB7. Own responsibilities at work during production</p> <p>KB8. Own quality and production targets and the effect of not meeting these on self and/or the team</p> <p>KB9. Manufacturer's instructions</p>
<b>Skills (S)</b>	
<b>A. Core Skills /</b>	The user/ individual on the job needs to know and understand how to:

**LSS /N6104 - Contribute to achieving the product quality in stitching operations**

<b>Generic Skills</b>	SA1. Effective reading, writing and oral communication skills SA2. Plan and manage work routine based on company procedure
<b>B. Professional Skills</b>	The user/ individual on the job needs to know and understand how to:  SB1. Use inspection methods appropriate to the work SB2. Identify equipment parts SB3. Set up equipment and test it SB4. Set up an efficient work station SB5. Identify faults, the causes and rectification SB6. Apply the allowed tolerances SB7. Differentiate between correctable and non-correctable faults SB8. Identify equipment maintenance requirements and maintenance procedure SB9. Handling techniques for different materials

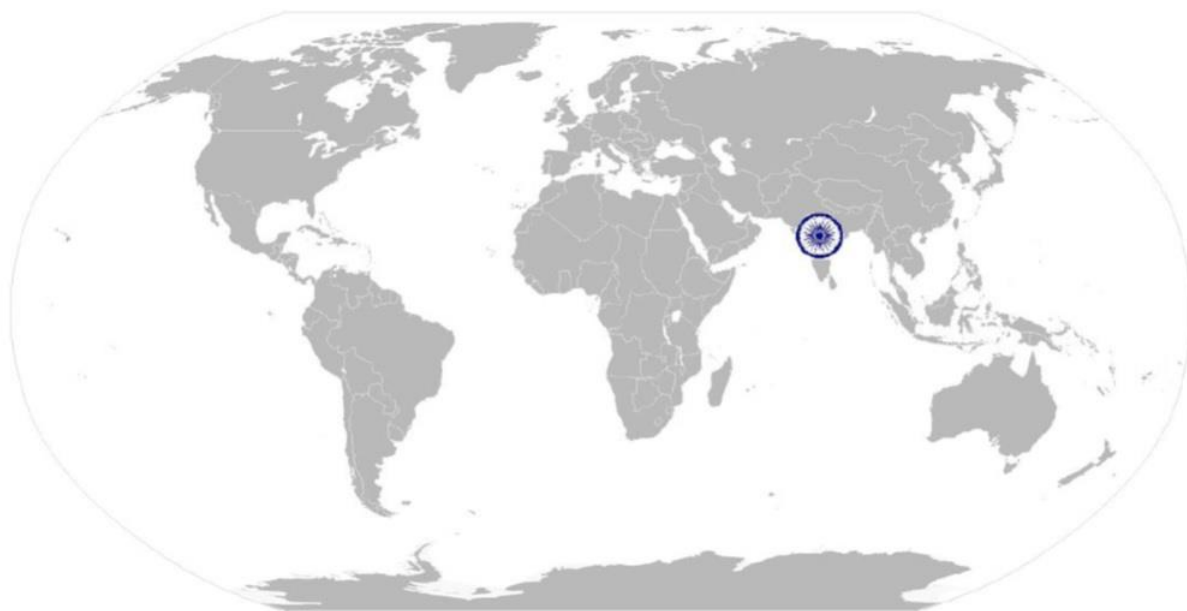
**NOS Version Control**

<b>NOS Code</b>	<b>LSS /N6104</b>		
<b>Credits (NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version Number</b>	<b>1</b>
<b>Sector</b>	<b>Leather</b>	<b>Drafted on</b>	<b>25<sup>th</sup> July 2013</b>
<b>Sub-sector</b>	<b>Leather Goods and Garments</b>	<b>Last reviewed on</b>	<b>30<sup>th</sup> July 2013</b>
		<b>Next review date</b>	<b>1<sup>st</sup> November 2013</b>

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# National Occupational Standard



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## 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 /N6105 - Comply with health, safety and security requirements**

Unit Code	LSS /N6105
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	<ol style="list-style-type: none"> <li><b>Hazards and Risks/ threats</b> <ol style="list-style-type: none"> <li>Fire</li> <li>Electric short circuit, electric shock and electrocution</li> <li>Medical emergency</li> <li>Inflammable &amp; toxic chemicals/ gases</li> <li>Accidents</li> <li>Ventilation and suffocation</li> <li>Improper use of safety gear and non-adherence to safety norms</li> <li>Hygiene and sanitation</li> <li>Substance leaks (contamination, spillages or emissions)</li> <li>Physical and Information Security related breaches</li> </ol> </li> <li><b>Organisational Procedures</b> <ol style="list-style-type: none"> <li>Production line</li> <li>Personal protective equipment (PPE)</li> <li>Non-authorized / restricted areas</li> <li>Protective safety requirements</li> <li>Hazards and risks from machinery</li> <li>Process related hazards and risks</li> <li>Walkways and vehicle movement pathways</li> <li>Storage and packaging areas</li> </ol> </li> <li><b>Training</b></li> <li><b>Medical Emergencies</b></li> <li><b>Evacuation process</b></li> </ol>
Performance Criteria (PC) w.r.t the Scope	
Element	Performance Criteria
<b>Comply with health, safety and security requirements at work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <ol style="list-style-type: none"> <li>Comply with health and safety related instructions applicable to the workplace</li> <li>Use and maintain personal protective equipment as per protocol</li> <li>Carry out own activities in line with approved guidelines and procedures</li> <li>Maintain a healthy lifestyle and guard against dependency on intoxicants</li> </ol>

**LSS /N6105 - Comply with health, safety and security requirements**

	<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 organisational 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-throughs 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 organisation procedures for shutdown and evacuation when required</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b>	<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>B. Technical/ Domain Knowledge</b>	<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>

**LSS /N6105 - Comply with health, safety and security requirements**

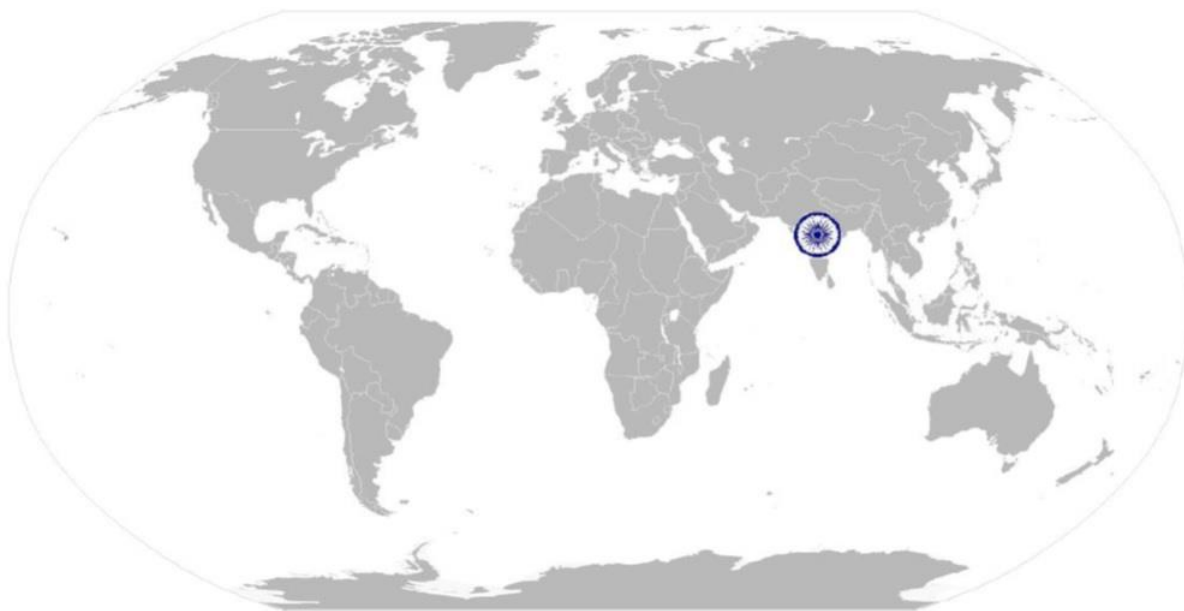
	KB2. Personal protective equipment and method of use KB3. Identification, handling and storage of hazardous substances KB4. Proper disposal system for waste and by-products KB5. Signage related to health and safety and their meaning KB6. Importance of sound health, hygiene and good habits KB7. Ill-effects of alcohol, tobacco and drugs
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	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>B. Professional Skills</b>	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

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<b>Sector</b>	<b>Leather</b>	<b>Drafted on</b>	<b>25<sup>th</sup> July 2013</b>
<b>Sub-sector</b>	<b>Leather Goods and Garments</b>	<b>Last reviewed on</b>	<b>30<sup>th</sup> July 2013</b>
		<b>Next review date</b>	<b>1<sup>st</sup> November 2013</b>

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# National Occupational Standard



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## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory and ethical requirements at the workplace.

LSS /N6106 - Comply with industry, regulatory and organizational requirements

Unit Code	LSS /N6106
Unit Title (Task)	Comply with industry, regulatory and organizational requirements
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory, ethical and social requirements at the workplace.
Scope	<ol style="list-style-type: none"> <li><b>Organisational Procedures</b> <ol style="list-style-type: none"> <li>Code of Conduct</li> <li>Working Conditions</li> <li>Working Hours</li> <li>Betterment of community and surroundings</li> <li>Ethical framework</li> </ol> </li> <li><b>Customer procedure</b> <ol style="list-style-type: none"> <li>Compliance with customer requirement</li> <li>Ethical framework</li> </ol> </li> <li><b>Compliance with all national laws and regulations</b> <ol style="list-style-type: none"> <li>Minimum Age of Employment</li> <li>Child labour</li> <li>Forced Labour</li> <li>Non-discrimination</li> <li>Wages &amp; Benefits</li> </ol> </li> <li><b>International laws applicable for export oriented companies</b> <ol style="list-style-type: none"> <li>International legislation and regulations, other customer specific norms</li> </ol> </li> </ol>
	Performance Criteria (PC) w.r.t the Scope
Element	Performance Criteria
Comply with legal, regulatory and ethical requirements	<p>To be competent, the user/individual on the job must be able to:</p> <ol style="list-style-type: none"> <li>Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures</li> <li>Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel</li> <li>Apply and follow these policies and procedures within your work practices</li> <li>Provide support to your supervisor and team members in enforcing these considerations</li> <li>Identify and report any possible deviation to these requirements</li> </ol>
Knowledge and Understanding (K)	
A. Organisational Context	The user/individual on the job needs to know and understand:

**LSS /N6106 - Comply with industry, regulatory and organizational requirements**

	<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"> <li>Legal, regulatory and ethical requirements</li> <li>Procedures to follow if someone does not meet the requirements</li> </ol> <p>KA4. Customer specific requirements mandated as a part of your work process</p>
<b>B. Technical/ Domain Knowledge</b>	<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>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<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>
<b>B. Professional Skills</b>	<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**

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