

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR STITCHING OPERATOR (FOOTWEAR) [LEATHER SECTOR]

### What are Occupational Standards(OS)?

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

#### Contact Us:

Leather Sector Skill  
Council

E-mail:  
info@leatherssc.org



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### Introduction

## Qualifications Pack – STITCHING OPERATOR (FOOTWEAR)

**SECTOR:** LEATHER SECTOR

**SUB-SECTOR:** FOOTWEAR

**OCCUPATION:** STITCHING

**REFERENCE ID:**LSS/N3501

**ALIGNED TO:**NCO-2004/8266.25

A Stitching Operator (Footwear) is an important job-role associated with the Footwear sector. With the growing demand for skills, the importance of an operator with specialized knowledge and skills in stitching operations have increased.

**Brief Job Description:** The primary responsibility of a Stitching Operator (Footwear) is to perform stitching operations to the upper components of the footwear as per the design instructions given by the designing section. He/She should be able to stitch the footwear with leather and non-leather components, using maximum accuracy. He/she should be passionate about creating intricate products without compromising on quality.

**Personal Attributes:** Stitching Operator (Footwear) should have good hand-eye co-ordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus). He/ She should be inclined towards creativity and interested in mixing materials, textures and threads to create beautiful products.

<b>Qualifications Pack Code</b>	<b>LSS/N3501</b>		
<b>Job Role</b>	<b>Stitching Operator (Footwear)</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>4<sup>th</sup> December 2013</b>
<b>Sub-sector</b>	<b>Footwear</b>	<b>Last reviewed on</b>	
<b>Occupation</b>	<b>Stitching</b>	<b>Next review date</b>	<b>24th December 2014</b>
<b>Job Role</b>	<b>Stitching Operator (Footwear)</b>		
<b>Role Description</b>	The primary responsibility of a Stitching Operator (Footwear) is to perform stitching operations on the upper components of the footwear as per the design instructions given by the designing section. He/She should be able to stitch the footwear with leather and non-leather components, using maximum accuracy. He/she should be passionate about creating intricate products without compromising on quality.		
<b>NVEQF / NVQF level</b>	4		
<b>Minimum Educational Qualifications</b>	Class V		
<b>Maximum Educational Qualifications</b>	N/A		
<b>Training</b>	On-the-Job-Training		
<b>Applicable National Occupational Standards</b>	Click on the hyperlink to read/download the required NOS 1. <a href="#">LSS/N3501 - Carry out stitching operation using different machines</a> 2. <a href="#">LSS/N3502 - Contribute to achieving product quality in stitching operations</a> 3. <a href="#">LSS/N0204 Maintain the work area, tools and machines</a> 4. <a href="#">LSS/N3104 – Maintain health, safety and security at workplace</a> 5. <a href="#">LSS/N0105 - Comply with industry, regulatory and organisational 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
PU	Polyurethane
PVC	Polyvinyl Chloride
TBD	To Be Determined

LSS/N3501 - Carry out stitching operation using different machines

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# National Occupational Standard



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## Overview


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

**LSS/N3501 - Carry out stitching operation using different machines**

National Occupational Standard

Unit Code	LSS/N3501
Unit Title (Task)	Carry out stitching operation using different machines
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out stitching operations within footwear manufacturing processes.
Scope	<p><b>Material</b></p> <ul style="list-style-type: none"> <li>• Leather</li> <li>• Non-leather</li> </ul> <p><b>Tools ,Machinery&amp; Materials</b></p> <ul 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> <li>• Flat Bed Stitching Machine</li> <li>• Post Bed Stitching Machine</li> <li>• ZigZag Stitching Machine</li> <li>• Cylindrical Bed Stitching Machine</li> <li>• Grinderies (Temporary Adhesives, Thread,Lace, Eyelets etc)</li> <li>• Eyeleting Machine</li> <li>• Auto folding machine</li> </ul> <p><b>Component</b></p> <ul 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> </ul> <p><b>Services</b></p> <ul style="list-style-type: none"> <li>• Sequence in making a footwear</li> <li>• Different designs and articles</li> </ul> <p><b>Construction type</b></p> <ul style="list-style-type: none"> <li>• Albert11</li> <li>• Bar shoe/Monk shoe</li> <li>• Ball shoe</li> </ul>

**LSS/N3501 - Carry out stitching operation using different machines**

	<ul style="list-style-type: none"> <li>• Belly/Ballerina</li> <li>• Ballet</li> <li>• Balmoral</li> <li>• Bootee</li> <li>• Boot</li> <li>• Brogue</li> <li>• Boat shoe</li> <li>• Court 21</li> <li>• Chuplee</li> <li>• Casual</li> <li>• Derby/Gibson</li> <li>• D'Orsay</li> <li>• Fringe or Shawl Tongue</li> <li>• Ghellie/Ghillie</li> <li>• Gore</li> <li>• Grecian</li> <li>• Jodhpuri</li> <li>• Jalsa or Nagra</li> <li>• Mule</li> <li>• True Moccasin</li> <li>• Sling Back</li> <li>• Oxford</li> <li>• Pump</li> <li>• Peep Toe</li> <li>• Moccasin</li> </ul>  <p>Targets</p> <ul style="list-style-type: none"> <li>• Achieve Productivity</li> <li>• Achieve Quality</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Preparatory work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Follow the instructions on the work ticket/ job card</p> <p>PC2. Make sure that the work area is free from hazards</p> <p>PC3. Ensure the materials used meet the specification matching</p> <ol style="list-style-type: none"> <li>within a product</li> <li>between a pair of products where applicable</li> </ol>



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	<p>PC4. Agree and review agreed upon work targets with the supervisor</p> <p>PC5. Sort out the material and threads as per the specifications in the job card</p> <p>PC6. Select the right sewing machine, threads and bobbins for the materials as per the specifications in the job card</p> <p>PC7. Check the equipment prior to making the stitching, including:</p> <ol style="list-style-type: none"> <li>Correct controls</li> <li>Correct attachments</li> <li>Changing needles</li> <li>Changing threads</li> <li>Changing awls</li> <li>Correct Timing</li> </ol> <p>PC8. Set machine controls for the materials being stitched</p> <p>PC9. Perform a test run to ensure machine is operating correctly</p>
<b>Stitching operations</b>	<p>PC10. Adjust machine controls where necessary</p> <p>PC11. Operate machines safely and in accordance with guidelines</p> <p>PC12. Estimate the expected length of time for the process</p> <p>PC13. Optimize the positioning and layout of materials to ensure a smooth and rapid throughput</p> <p>PC14. Adjust the tension and stitch length</p> <p>PC1. Check the upper components and conduct shade wise pairing</p> <p>PC15. Stitch the correct materials in the right sequence as required by the production specification</p> <p>PC16. Perform back joining/quarter back joining using zigzag machine/flat bed machine</p> <p>PC17. Perform seam rubbing by machine if back joining done by flat bed machine</p> <p>PC18. Attach vamp with tongue using flat bed machine</p> <p>PC19. Apply adhesives on the components</p> <p>PC20. Fold the components by hand/machine</p> <p>PC21. Join upper and lining using flat/post bed machine</p> <p>PC22. Join quarter with vamp using post bed machine</p> <p>PC23. Perform edge trimming operation by machine/hand</p> <p>PC24. Perform eyeleting by machine/hand</p> <p>PC25. Perform eyelet punching, eyelet putting and eyelet setting by hand</p> <p>PC26. Do lacing on the uppers</p> <p>PC27. Visual inspection as per specifications in the job card</p> <p>PC28. Respond accordingly where stitched items do not meet production specification</p> <p>PC29. Carry out basic maintenance of machinery and keep them clean after use</p>
<b>Reporting &amp; Documentation</b>	<p>PC30. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC31. Complete forms, records and other documentation</p>



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	<p>PC32. 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>PC33. Report defective machines, tools and/or equipment to the responsible person</p>
<b>Sorting &amp; Placing</b>	<p>PC34. Sort and place work to the next stage of production and minimise the risk of damage</p> <p>PC35. Pass the stitched item to the next stage in the manufacturing process after validation</p>
<b>Knowledge and Understanding w.r.t the Scope</b>	
<b>Element</b>	<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. The organisation's procedures and guidelines related to footwear manufacturing processes</p> <p>KA2. Common hazards in the work area and workplace procedures to deal with them</p> <p>KA3. Work target and review mechanism with the supervisor for obtaining/ giving feedback related to performance</p> <p>KA4. Process for offering/ obtaining work related assistance in case of queries on procedure or products</p> <p>KA5. The different components of footwear</p> <p>KA6. Complete sequential processes for manufacturing footwear</p> <p>KA7. Storage and assembly areas for different processes</p> <p>KA8. Method of handling and operating related machines</p> <p>KA9. Documentation related to the manufacturing processes and protocol for recording</p> <p>KA10. Location and process for storage and disposal of waste</p>
<b>B. Technical / Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The various stitching machines to be used for different materials and threads</p> <p>KB2. The different varieties of threads (numbers of the thread) available and its characteristics with different kinds of materials</p> <p>KB3. The different types of needles and their numbers</p> <p>KB4. The mechanics of stitching machines and other equipments and basic repairing and maintenance</p> <p>KB5. Potential faults in the various processes and methods to avoid them</p> <p>KB6. The importance of accuracy in stitching processes</p> <p>KB7. Attachment of needle to the sewing machine</p> <p>KB8. The proper knowledge and placing of eyeletting by hand</p> <p>KB9. Usage, application and storage of temporary adhesives</p> <p>KB10. Maintenance, adjustment and replacement of worn parts on the</p>

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	<p>machines required for different types of attachment</p> <p>KB11. The manufacturer's instructions for setting up, adjusting and operating the equipment</p> <p>KB12. Process for obtaining replacements for worn, faulty or defective tools</p> <p>KB13. Common faults in tools and equipment and implications of working with faulty equipments</p> <p>KB14. Common errors in processes and how to avoid them</p> <p>KB15. Styles/ design of the products currently being produced</p>
<b>Skills (S)</b>	
<b>C. 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. Communicate orally in the local language</p> <p>SA3. Accept and interpret instructions and requirements correctly</p> <p>SA4. Follow the instructions of the reporting authority</p> <p>SA5. Perform correct stitching procedures</p> <p>SA6. Have good hand-eye coordination, hand and finger dexterity and motoring skills</p>
<b>D. Professional Skills</b>	<p>On the job the individual needs to be able to:</p> <p>SB1. Good vision ( near vision, distance vision, color vision, peripheral vision, depth perception and ability to change focus)</p> <p>SB2. Operate the machine with skill and accuracy</p> <p>SB3. Maintain the target as per production schedule</p> <p>SB4. Apply eye lets with minimum wastage</p> <p>SB5. Apply adhesives with minimum wastage</p> <p>SB6. Pay attention to accuracy, detail, appearance and quality</p>

### NOS Version Control

<b>NOS Code</b>	<b>LSS/N3501</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>4<sup>th</sup> December 2013</b>
<b>Sub-sector</b>	<b>Footwear</b>	<b>Last reviewed on</b>	
		<b>Next review date</b>	<b>24<sup>th</sup> December 2014</b>

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LSS/N3502 - Contribute to achieving product quality in stitching operation

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# National Occupational Standard



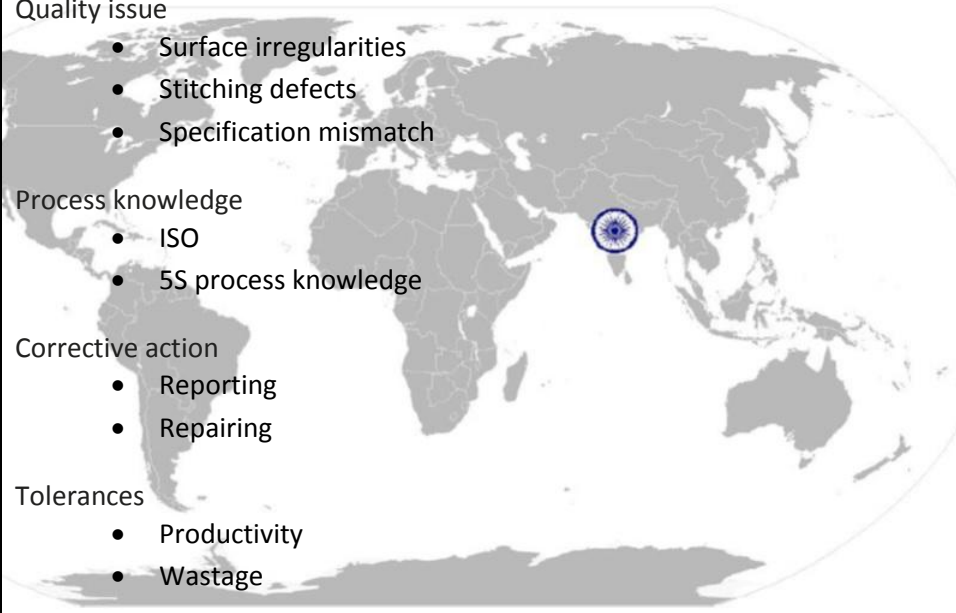
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## Overview

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

**LSS/N3502 - Contribute to achieving product quality in stitching operation**

National Occupational Standard

<b>Unit Code</b>	<b>LSS/N3502</b>
<b>Unit Title (Task)</b>	<b>Contribute to achieving product quality in stitching operation</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking stitching activities to ensure products meet specifications.
<b>Scope</b>	<p>Material Types</p> <ul style="list-style-type: none"> <li>• Leather</li> <li>• Non-Leather</li> </ul> <p>Product specifications</p> <ul style="list-style-type: none"> <li>• Job card</li> </ul> <p>Quality issue</p> <ul style="list-style-type: none"> <li>• Surface irregularities</li> <li>• Stitching defects</li> <li>• Specification mismatch</li> </ul> <p>Process knowledge</p> <ul style="list-style-type: none"> <li>• ISO</li> <li>• 5S process knowledge</li> </ul> <p>Corrective action</p> <ul style="list-style-type: none"> <li>• Reporting</li> <li>• Repairing</li> </ul> <p>Tolerances</p> <ul style="list-style-type: none"> <li>• Productivity</li> <li>• Wastage</li> </ul> 
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Inspection</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure materials and component parts meet specifications</p> <p>PC2. Ensure that the quality and appearance of the uppers are not affected during materials movement</p> <p>PC3. Ensure the quality of the product meets specification during production</p> <p>PC4. Maintain the required productivity and quality levels</p> <p>PC5. Carry out quality checks at agreed intervals and in the approved way</p> <p>PC6. Count and verify the number of uppers are as per job card at the start and end of every stage in the stitching processes</p>

**LSS/N3502 - Contribute to achieving product quality in stitching operation**

	<p>PC7. Check the upper components are paired shade wise as per the specifications in the job card</p> <p>PC8. Check that the stitching is done properly as per the design specifications and no damage happens to the appearance and quality</p> <p>PC9. Check that no spillage of adhesives appear on the uppers</p> <p>PC10. Check that the folding is done properly</p> <p>PC11. Check the edge trimming, putting of eyelets and lacing are done correctly</p> <p>PC12. Conduct a visual inspection on all aspects of the stitching process</p> <p>PC13. Maintain the continuity of production with minimum interruptions and downtime</p> <p>PC14. Ensure minimum of wastage and their proper disposal</p>
<b>Reporting &amp; Documentation</b>	<p>PC15. Identify causes of faults and take action to rectify the same to maintain product quality</p> <p>PC16. Follow reporting procedures where the cause of faults cannot be identified</p>
<b>Sorting &amp; Placing</b>	<p>PC17. Pass the stitched uppers with support of the assistant operator for next process</p> <p>PC18. Leave work area safe and secure when work is complete</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. The company's quality standards</p> <p>KA2. The importance of complying with written instructions</p> <p>KA3. Types of problems with quality and how to report them to appropriate people</p> <p>KA4. Consequences of not rectifying problems</p> <p>KA5. Safe working practices and organisational procedures</p> <p>KA6. Different techniques of stitching</p> <p>KA7. Limits of own responsibility</p> <p>KA8. The lines of communication, authority and reporting procedures</p> <p>KA9. The organisation's rules, codes and guidelines</p> <p>KA10. Manufacturer's instructions</p>
<b>B. Technical / Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The types of faults in materials and tools</p> <p>KB2. Process to identify materials which do not conform to requirements and how to report them to appropriate people</p> <p>KB3. Awareness of material/fabric / yarn types</p> <p>KB4. The causes of lost production and material wastage</p> <p>KB5. Importance/properties of adhesives</p> <p>KB6. Process to maintain the flow of production</p> <p>KB7. The importance of achieving quality and its relation to the end user / customer</p>

### LSS/N3502 - Contribute to achieving product quality in stitching operation

Skills (S)	
<b>C. 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. Basic arithmetic skills</p> <p>SA3. Document and manage records of quality inspection</p> <p>SA4. Plan and manage work routine based on company procedure</p>
<b>D. Professional Skills</b>	<p>On the job the individual needs to be able to:</p> <p>SB1. Proper Stitching skills</p> <p>SB2. Quality check on stitching process</p> <p style="padding-left: 40px;">a. Follow quality control procedures</p> <p style="padding-left: 40px;">b. Attention to detail</p>

### NOS Version Control

<b>NOS Code</b>	LSS/N3502		
<b>Credits (NVEQF/NVQF/NSQF)</b>	TBD	<b>Version Number</b>	1
<b>Sector</b>	Leather	<b>Drafted on</b>	4 <sup>th</sup> December 2013
<b>Sub-sector</b>	Footwear	<b>Last reviewed on</b>	
		<b>Next review date</b>	24 <sup>th</sup> December 2014

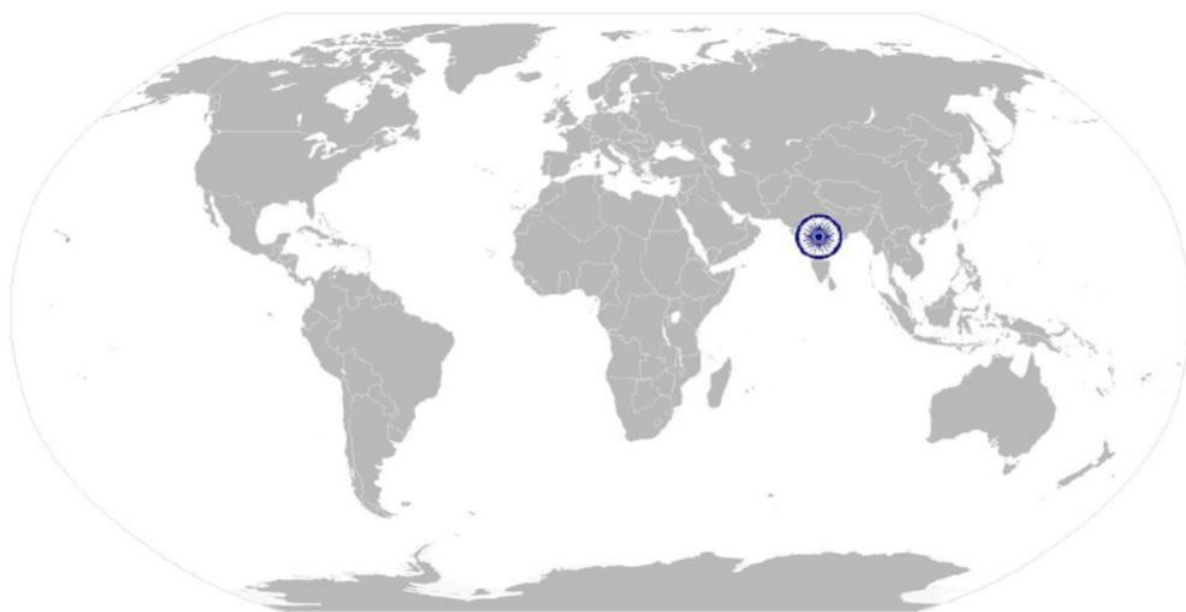
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LSS/N0204 Maintain the work area, tools and machines

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# National Occupational Standard



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## 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

<b>Unit Code</b>	<b>LSS/N0204</b>
<b>Unit Title (Task)</b>	<b>Maintain the work area, tools and machines</b>
<b>Description</b>	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.
<b>Scope</b>	<p>Environmental conditions</p> <ul style="list-style-type: none"> <li>• Lighting</li> <li>• Ventilation</li> <li>• General comfort</li> </ul> <p>Tools and machines maintenance</p> <ul style="list-style-type: none"> <li>• Mechanical condition</li> <li>• Lubrication technique</li> <li>• Basic cleaning technique</li> </ul>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Work area/ tools/machinery maintenance</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. 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>
<b>Work area regulations</b>	<p>PC11. Deal with work interruptions</p> <p>PC12. Move about the workplace with care</p> <p>PC13. Carry out running maintenance within agreed schedules</p> <p>PC14. Work in a comfortable position with the correct posture</p>
<b>Waste Disposal</b>	PC15. Dispose of waste safely in the designated location
<b>Reporting &amp; Documentation</b>	<p>PC16. Report unsafe equipment and other dangerous occurrences</p> <p>PC17. Complete and store accurate records and documentation</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b> ( Knowledge of the	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p>

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

company / organisation and its processes)	<p>KA2. Safe working practices and organisational procedures</p> <p>KA3. Limits of 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>B. Technical/ Domain knowledge</b>	<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>
<b>Skills (S)</b>	
<b>C. 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>

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

<b>D. 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>
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### NOS Version Control

<b>NOS Code</b>	<b>LSS/N0204</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>15<sup>th</sup> July 2013</b>
<b>Sub-sector</b>	<b>Footwear</b>	<b>Last reviewed on</b>	
		<b>Next review date</b>	<b>24<sup>th</sup> December 2014</b>

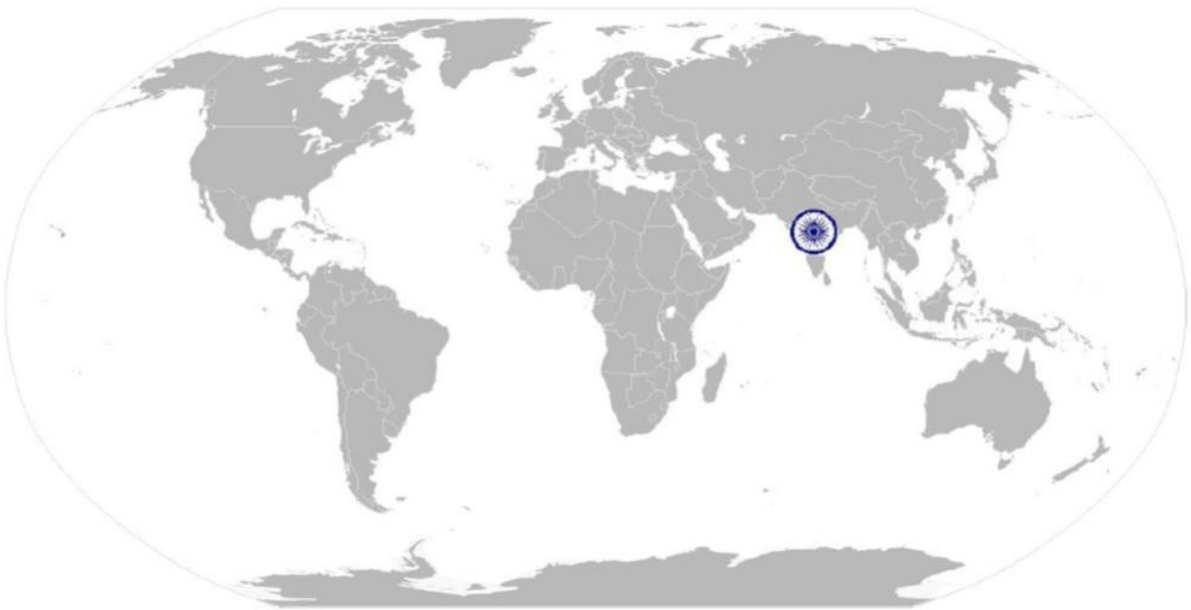
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LSS/N3104 – Maintain health, safety and security at workplace

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

National Occupational Standard	<b>Unit Code</b>	<b>LSS/N3104</b>
	<b>Unit Title (Task)</b>	<b>Comply with health, safety and security requirements at work</b>
	<b>Description</b>	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.
	<b>Scope</b>	<p>Hazards and Risks/ threats</p> <ul 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> </ul> <p>Organisational Procedures</p> <ul 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> </ul> <p>Training</p> <p>Medical Emergencies</p> <p>Evacuation process</p>
		<b>Performance Criteria (PC) w.r.t the Scope</b>
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Health, safety and security maintenance at work</b>	<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</p>

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

	<p>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. Report any service malfunctions that cannot be rectified</p> <p>PC7. Store materials and equipment in line with manufacturer's and organisational requirements</p> <p>PC8. Minimize health and safety risks to self and others due to own actions</p> <p>PC9. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p>
<b>Organisational Compliance</b>	<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 organisation procedures for shutdown and evacuation when required</p>
<b>Reporting &amp; Documentation</b>	<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>
<b>Waste Disposal</b>	<p>PC18. Safely handle and move waste and debris</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</p>



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

	<p>workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
<b>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</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>
<b>Skills (S)</b>	
<b>C. Core Skills/ Generic Skills</b>	<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>D. Professional Skills</b>	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Raise alarm</p> <p>SB2. Safe and correct procedure of handling equipment and machinery</p> <p>SB3. Identify, report malfunctions in machinery and equipment and correct them if possible</p> <p>SB4. Identify and report service malfunctions and chemical leaks</p> <p>SB5. Keep work area free from potential hazards</p> <p>SB6. Report to supervisors and other authorized personnel for assistance</p>

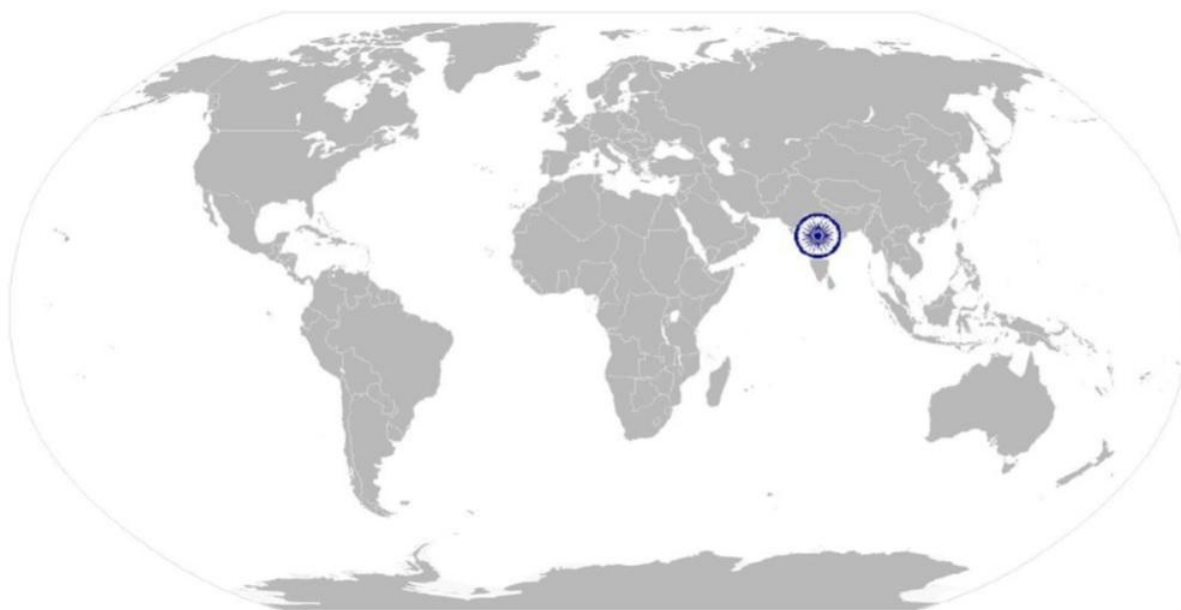


LSS/N3104 – Maintain health, safety and security at workplace

**NOS Version Control**

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

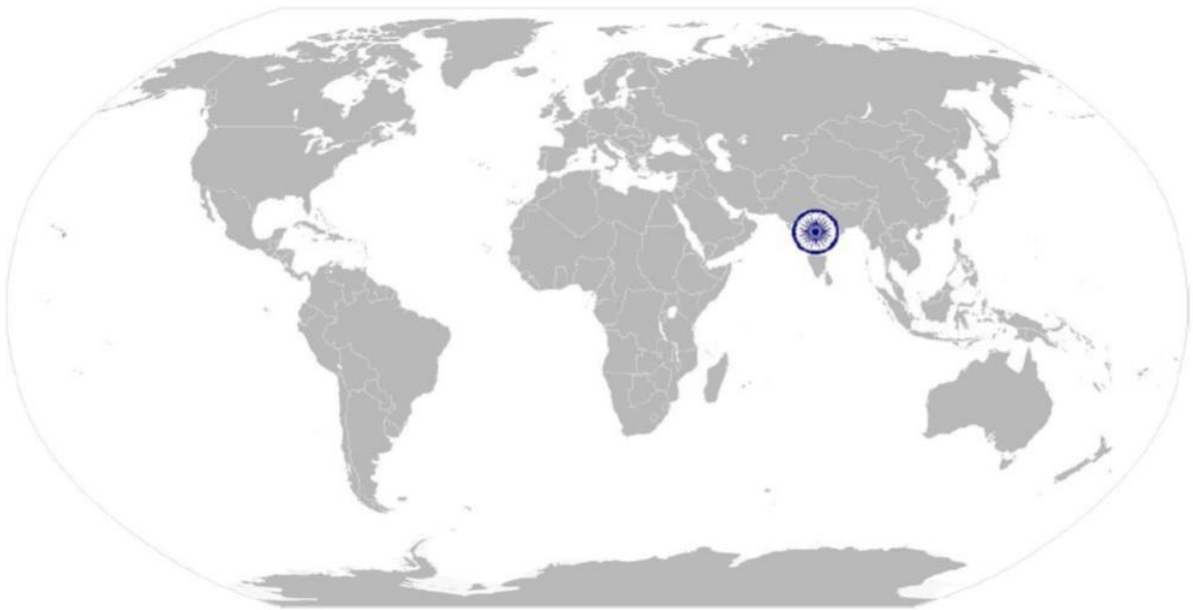
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LSS/N0105 - Comply with industry, regulatory and organisational requirements

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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 industry, regulatory and organizational requirements at the workplace.

**LSS/N0105 - Comply with industry, regulatory and organisational requirements**

National Occupational Standard	<b>Unit Code</b>	<b>LSS/N0105</b>
	<b>Unit Title (Task)</b>	<b>Comply with industry, regulatory and organizational requirements</b>
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with industry, regulatory and organizational requirements at the workplace.
	<b>Scope</b>	<p>Organisational Procedures</p> <ul 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> </ul> <p>Customer procedure</p> <ul style="list-style-type: none"> <li>• Compliance with customer requirement</li> <li>• Ethical framework</li> </ul> <p>Compliance with all national laws and regulations</p> <ul 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> </ul> <p>International laws applicable for export oriented companies</p> <ul style="list-style-type: none"> <li>• International legislation and regulations</li> <li>• Other customer specific norms</li> </ul>
		<b>Performance Criteria (PC) w.r.t the Scope</b>
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Legal, regulatory and organisational compliance</b>	<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 the supervisor or other authorized personnel</p> <p>PC3. Apply and follow these policies and procedures within the work practices</p> <p>PC4. Provide support to the supervisor and team members in enforcing these considerations</p> <p>PC5. Identify and report any possible deviation to these requirements</p>

**LSS/N0105 - Comply with industry, regulatory and organisational requirements**

Knowledge and Understanding (K)	
<b>A. Organisational Context</b>	<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 the company and own self 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 the 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 the sector and their importance</p> <p>KB2. Reporting procedure in case of deviations</p> <p>KB3. Limits of personal responsibility</p>
Skills (S)	
<b>C. 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 the team members into following procedures</p> <p>SA3. Participate and influence the organization's response towards these procedures</p>
<b>D. 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**

<b>NOS Code</b>	<b>LSS/N0105</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>Footwear</b>	<b>Last reviewed on</b>	<b>30<sup>th</sup> July 2013</b>
		<b>Next review date</b>	<b>24<sup>th</sup> December 2014</b>

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