

## QUALIFICATION PACK – OCCUPATIONAL STANDARD FOR 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

#### Qualification Pack - Stitching Operator

<b>SECTOR:</b>	LEATHER
<b>SUB SECTOR:</b>	Footwear
<b>OCCUPATION:</b>	Stitching
<b>REFERENCE ID:</b>	LSS/Q2501

**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.

Qualifications Pack Code	LSS/Q2501		
Job Role	Stitching Operator		
Credits(NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Stitching	Next review date	31/03/17
NSQC Clearance	18/06/2015		

Job Role	Stitching Operator
Role Description	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.
NSQF level	4
Minimum Educational Qualifications*	Class V
Maximum Educational Qualifications*	N/A
Training (Suggested but not mandatory)	On-the-Job-Training
Minimum Job Entry Age	18 years
Experience	Prior experience as helper in footwear manufacturing for a minimum of 2-3 years preferred
Applicable National Occupational Standards (NOS)	<p><b>Compulsory</b></p> <ol style="list-style-type: none"> <li><a href="#">LSS/N2501 Carry out stitching operation using different machines</a></li> <li><a href="#">LSS/N2502 Contribute to achieving product quality in stitching operation</a></li> <li><a href="#">LSS/N8501 Maintain the work area, tools and machines</a></li> <li><a href="#">LSS/N8601 Maintain health, safety and security at workplace</a></li> <li><a href="#">LSS/N8701 Comply with industry, regulatory and organizational requirements</a></li> </ol> <p><b>Optional:</b> N.A.</p>
Performance Criteria	As described in the relevant OS units

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 fulfil 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
NSQF	National Skill Qualifications Framework
TBD	To Be Determined

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# National Occupational Standard



## Overview

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

## National Occupational Standards

### Carry out stitching operation using different machines

#### National Occupational Standard

<b>Unit Code</b>	<b>LSS/N2501</b>
<b>Unit Title (Task)</b>	<b>Carry out stitching operation using different machines</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out stitching operations for footwear manufacturing processes.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Carry out supporting operations within footwear</li> <li>• Stitching operations</li> <li>• Reporting &amp; Documentation</li> <li>• Sorting &amp; Placing</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Carry out supporting operations within footwear</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> <ul style="list-style-type: none"> <li>• within a product</li> <li>• between a pair of products where applicable</li> </ul> <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> <ul 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> </ul> <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>PC15. Check the upper components and conduct shade wise pairing</p> <p>PC16. Stitch the correct materials in the right sequence as required by the production specification</p> <p>PC17. Perform back joining/quarter back joining using zigzag machine/flat bed machine</p> <p>PC18. Perform seam rubbing by machine if back joining done by flat bed</p>

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### Carry out stitching operation using different machines

	<p>machine</p> <p>PC19. Attach vamp with tongue using flat bed machine</p> <p>PC20. Apply adhesives on the components</p> <p>PC21. Fold the components by hand/machine</p> <p>PC22. Join upper and lining using flat/post bed machine</p> <p>PC23. Join quarter with vamp using post bed machine</p> <p>PC24. Perform edge trimming operation by machine/hand</p> <p>PC25. Perform eyeleting by machine/hand</p> <p>PC26. Perform eyelet punching, eyelet putting and eyelet setting by hand</p> <p>PC27. Do lacing on the uppers</p> <p>PC28. Visual inspection as per specifications in the job card</p> <p>PC29. Respond accordingly where stitched items do not meet production specification</p> <p>PC30. Carry out basic maintenance of machinery and keep them clean after use</p>
<b>Reporting &amp; Documentation</b>	<p>PC31. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC32. Complete forms, records and other documentation</p> <p>PC33. 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>PC34. Report defective machines, tools and/or equipment to the responsible person</p>
<b>Sorting &amp; Placing</b>	<p>PC35. Sort and place work to the next stage of production and minimise the risk of damage</p> <p>PC36. Pass the stitched item to the next stage in the manufacturing process after validation</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization 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</b>	<p>The user/individual on the job needs to know and understand:</p>



## National Occupational Standards

### Carry out stitching operation using different machines

<b>Knowledge</b>	<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 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>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to:
	SA1. Write in English/ local language as applicable
	SA2. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to:
	SA3. Read English/ local language as applicable
	SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to:
	SA5. Listen actively
	SA6. Communicate effectively with supervisors, managers, etc
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to:
	SB1. Analyse the defects and the procedure for dealing with it
	SB2. Take appropriate actions in terms of any deviations from the process
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to:
	SB3. Plan and set the targets along with the supervisors and the co workers
	SB4. Organize tools and equipments to be used
	SB5. Plan for placing the different components in an organized manner on a



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## Carry out stitching operation using different machines

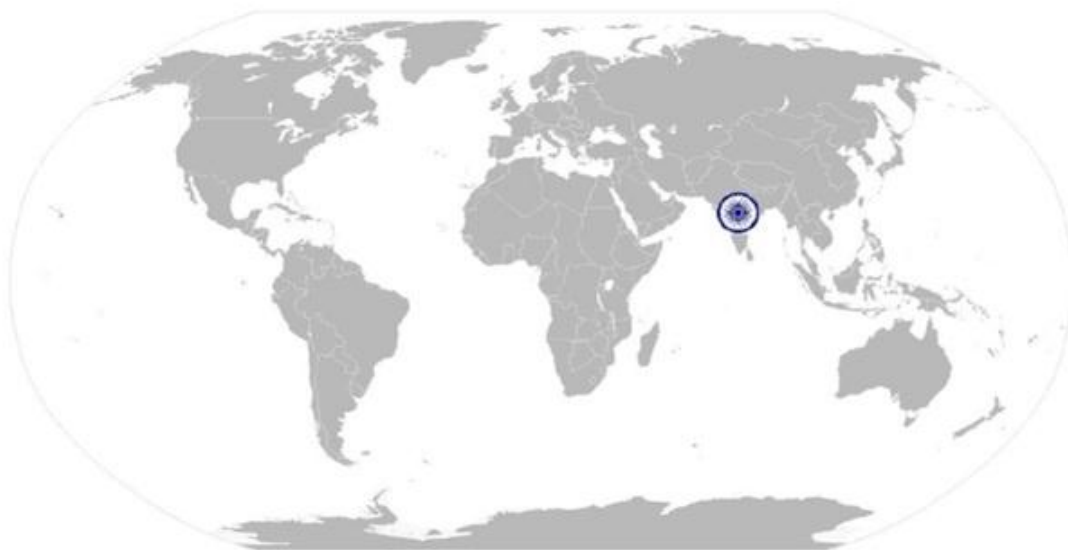
	daily basis
	SB6. Set targets to produce requisite batch of stitched components
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to:
	SB7. Ensure all customer needs are assessed and every effort is made to provide satisfactory service
	SB8. Evaluate and ensure stitch components as per client specifications
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB9. Clarify instructions given by the supervisors
	SB10. Identify possible defects with the products
	SB11. Review the defects and take appropriate actions to rectify them
	SB12. Report to the authority if problems cannot be rectified
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB13. Diagnose common problems in the machine based on visual inspection
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB14. Assess and control the quality standards of the product as per customer standards
	SB15. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

## National Occupational Standards

## Carry out stitching operation using different machines

**NOS Version Control**

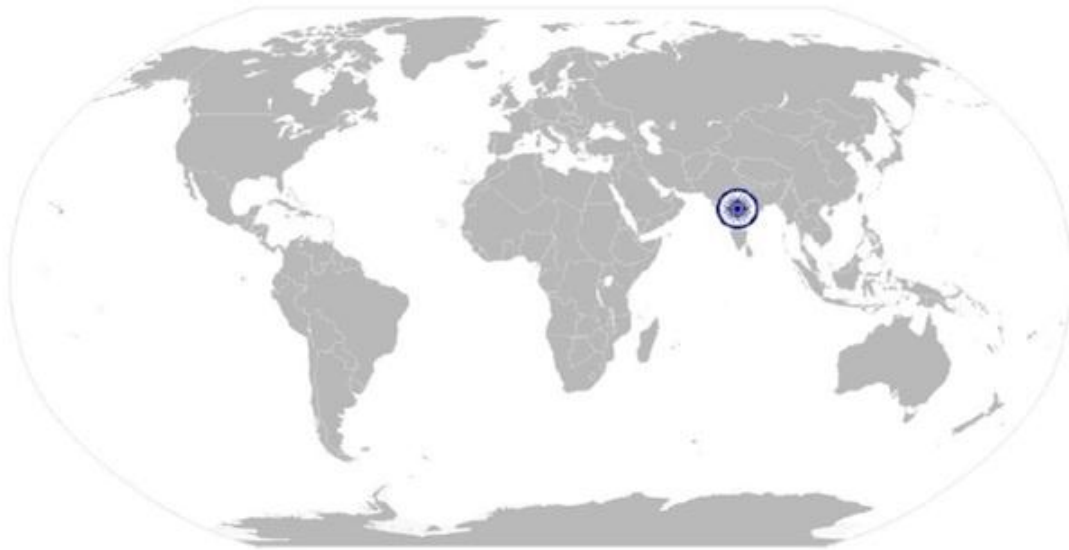
NOS Code	LSS/N2501		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Stitching	Next review date	18/06/2015

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Contribute to achieving product quality in stitching operation

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# National Occupational Standard



## 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.

## Contribute to achieving product quality in stitching operation

<b>Unit Code</b>	<b>LSS/N2502</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 production while undertaking stitching activities to ensure products meet specifications.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Inspection</li> <li>• Reporting &amp; Documentation</li> <li>• Sorting and Placing</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Inspection</b>	To be competent, the user/individual on the job must be able to: PC1. Ensure materials and component parts meet specifications PC2. Ensure that the quality and appearance of the uppers are not affected during materials movement PC3. Ensure the quality of the product meets specification during production PC4. Maintain the required productivity and quality levels PC5. Carry out quality checks at agreed intervals and in the approved way 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 PC7. Check the upper components are paired shade wise as per the specifications in the job card PC8. Check that the stitching is done properly as per the design specifications and no damage happens to the appearance and quality PC9. Check that no spillage of adhesives appear on the uppers PC10. Check that the folding is done properly PC11. Check the edge trimming, putting of eyelets and lacing are done correctly PC12. Conduct a visual inspection on all aspects of the stitching process PC13. Maintain the continuity of production with minimum interruptions and downtime PC14. Ensure minimum of wastage and their proper disposal
<b>Reporting &amp; Documentation</b>	PC15. Identify causes of faults and take action to rectify the same to maintain product quality PC16. Follow reporting procedures where the cause of faults cannot be identified
<b>Sorting &amp; Placing</b>	PC17. Pass the stitched uppers with support of the assistant operator for next process PC18. Leave work area safe and secure when work is complete
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company /	The user/individual on the job needs to know and understand: KA1. The companies quality standards KA2. The importance of complying with written instructions KA3. Types of problems with quality and how to report them to

### Contribute to achieving product quality in stitching operation

organization and its processes)	<p>appropriate people</p> <p>KA4. Consequences of not rectifying problems</p> <p>KA5. Safe working practices and organizational procedures</p> <p>KA6. Limits of your own responsibility</p> <p>KA7. The lines of communication, authority and reporting procedures</p> <p>KA8. The organization's rules, codes and guidelines</p> <p>KA9. Manufacturer's instructions</p>
<b>B. Technical 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>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write in English/ local language as applicable</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company</p>
	<b>Reading Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. Read English/ local language as applicable</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p>
	<b>Oral Communication (Listening and Speaking Skills)</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Listen actively</p> <p>SA6. Communicate effectively with supervisors, managers, etc</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Analyse the defects and the procedure for dealing with it</p> <p>SB2. Take appropriate actions in terms of any deviations from the process</p>
	<b>Plan and Organize</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Plan and set the targets along with the supervisors and the co workers</p> <p>SB4. Organize tools and equipments to be used</p> <p>SB5. Plan for placing the different components in an organized manner on a daily basis</p> <p>SB6. Set targets to produce requisite batch of stitched components</p>
	<b>Customer Centricity</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB7. Ensure all customer needs are assessed and every effort is made to</p>

### Contribute to achieving product quality in stitching operation

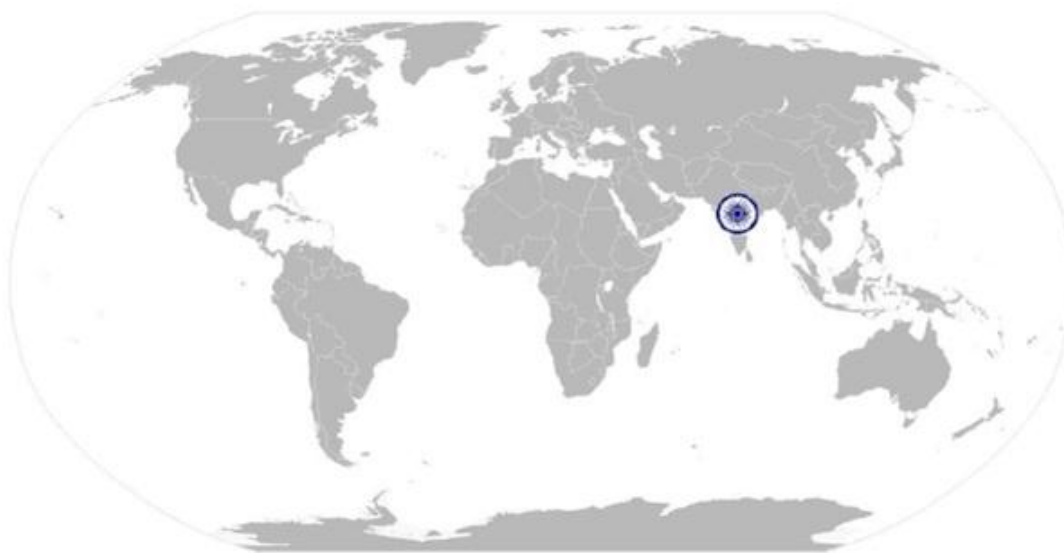
	provide satisfactory service
	SB8. Evaluate and ensure stitch components as per client specifications
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB9. Clarify instructions given by the supervisors
	SB10. Identify possible defects with the products
	SB11. Review the defects and take appropriate actions to rectify them
	SB12. Report to the authority if problems cannot be rectified
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB13. Diagnose common problems in the machine based on visual inspection
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB14. Assess and control the quality standards of the product as per customer standards
	SB15. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently



## Contribute to achieving product quality in stitching operation

**NOS Version Control**

NOS Code	LSS/N2502		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Stitching	Next review date	18/06/2015

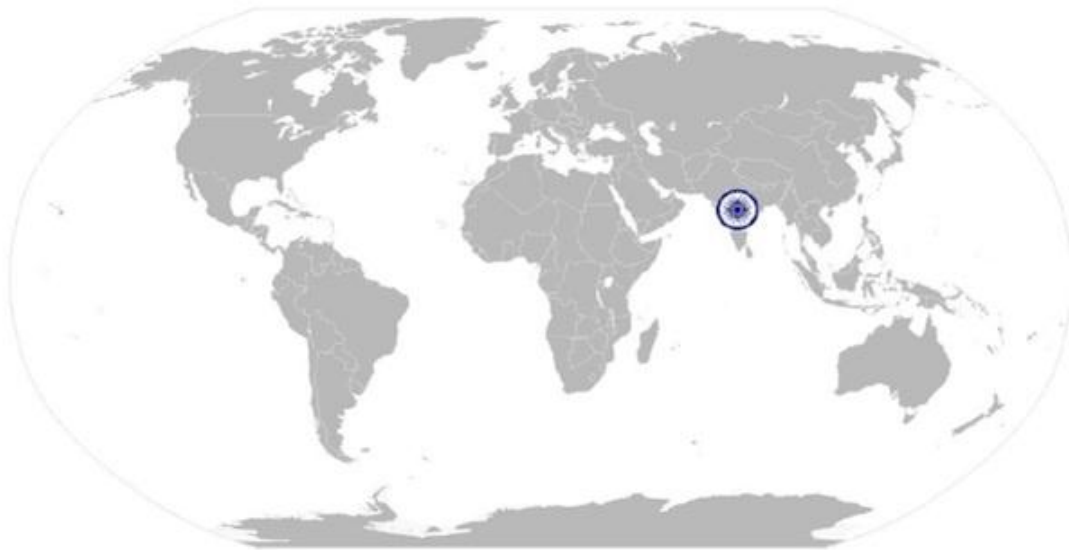
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Maintain the work area, tools and machines

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms.

**Maintain the work area, tools and machines**

National Occupational Standard	<b>Unit Code</b>	<b>LSS/N8501</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>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Maintenance of the work area, tools and machines</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Maintenance of 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. 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. Deal with work interruptions</p> <p>PC7. Move around the workplace with care</p> <p>PC8. Maintain tools and equipment</p> <p>PC9. Carry out running maintenance within agreed schedules</p> <p>PC10. Carry out maintenance and/or cleaning outside responsibility</p> <p>PC11. Report unsafe equipment and other dangerous occurrences</p> <p>PC12. Ensure that the correct machine guards are in place</p> <p>PC13. Work in a comfortable position with the correct posture</p> <p>PC14. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC15. Dispose of waste safely in the designated location</p> <p>PC16. Store cleaning equipment safely after use</p> <p>PC17. Complete and store accurate records and documentation</p> <p>PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working</p> <p>PC19. Give inputs and assist in completing documentation</p> <p>PC20. Report the need for maintenance and/or cleaning outside your area of responsibility</p> <p>PC21. Ensure safe and correct handling of materials, equipment and tools</p> <p>PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration</p>
<b>Knowledge and Understanding (K)</b>		
<b>C. Organizational Context</b> (Knowledge of the company / organization and its processes)		<p>The user/individual on the job needs to know and understand:</p> <p>Personal hygiene and duty of care</p> <p>KA1. Safe working practices and organizational procedures</p> <p>KA2. Limits of one's own responsibility</p> <p>KA3. Ways of resolving with problems within the work area</p> <p>KA4. The production process and the specific work activities that relate to the whole process</p>

### Maintain the work area, tools and machines

	KA5. The lines of communication, authority and reporting procedures KA6. The organization's rules, codes and guidelines (including timekeeping) KA7. The companies quality standards KA8. The types of records kept, how are they completed and the importance of keeping them accurate KA9. The importance of complying with written instructions KA10. Equipment operating procedures / manufacturer's instructions KA11. Statutory responsibilities under Health, Safety and Environmental legislation and regulations KA12. The quality standards and processes followed by the organization relevant to your role KA13. Documentation required for reporting
<b>D. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. Work instructions and specifications and interpret them accurately KB2. Method to make use of the information detailed in specifications and instructions KB3. Relation between work role and the overall manufacturing process KB4. The importance of good time keeping and attendance KB5. The importance of minimized production costs KB6. The importance of taking action when problems are identified KB7. Different ways of minimizing waste KB8. The importance of running maintenance and regular cleaning KB9. Effects of contamination on products i.e. Machine oil, dirt KB10. Common faults with equipment and the method to rectify KB11. Maintenance procedures and manufacturer's instructions KB12. Hazards likely to be encountered when conducting routine maintenance KB13. Different types of cleaning equipment and substances and their use KB14. Safe working practices for cleaning and the method of carrying them out KB15. The production process and the specific work activities that relate to the whole process
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to: SA2. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to: SA4. Speak and communicate effectively to peers and supervisors SA5. Give clear instructions to co-workers, subordinates others

### Maintain the work area, tools and machines

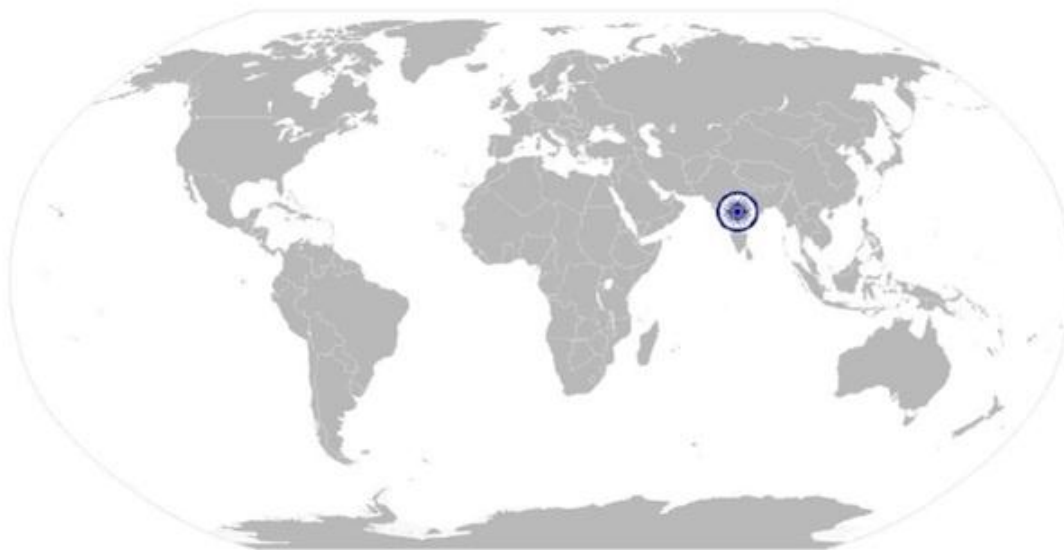
	SA6. Use correct technical term while interacting with supervisor
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions regarding to responsibilities
	SB2. Assess for any damage/faulty component in the concerned machinery and take action accordingly
	SB3. Evaluate the decision and conduct basic trouble shooting
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to:
	SB4. Plan and manage work routine based on company procedure
	SB5. Work with supervisors/ team mates to carry out work related tasks
	SB6. Plan for cleaning and lubricating the concerned machinery daily
	SB7. Plan for cleaning the concerned tools and workplace daily before and after operations
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to:
	SB8. Ensure and follow organizational procedures pertaining to health and safety are followed
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB9. Solve operational role related issues
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB10. Diagnose common problems in the machine based on visual inspection, sound, temperature etc.
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB11. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

## National Occupational Standards

Maintain the work area, tools and machines

**NOS Version Control**

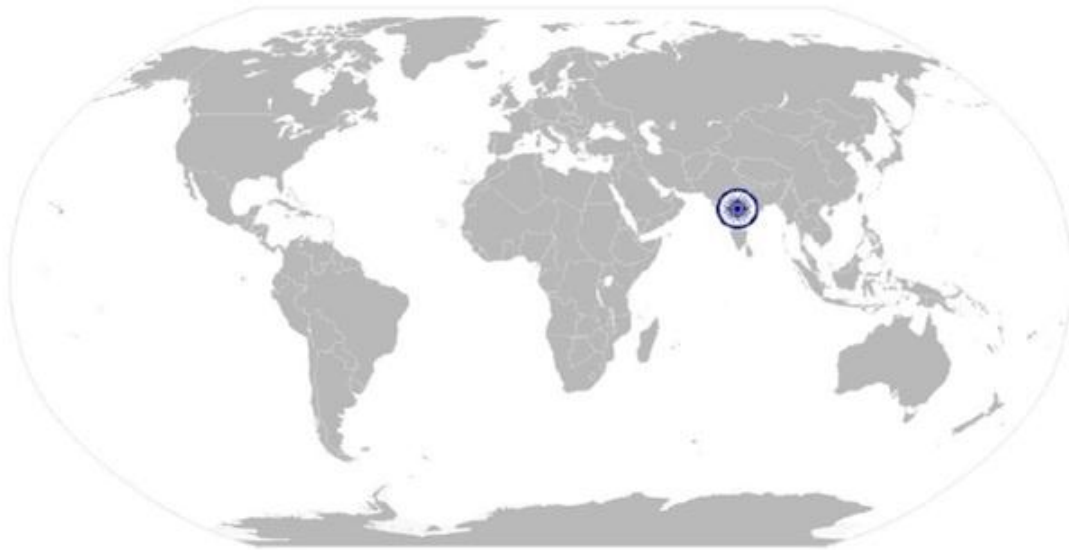
NOS Code	LSS/N8501		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Stitching	Next review date	18/06/2015

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Maintain health, safety and security at workplace

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# 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.

**Maintain health, safety and security at workplace**

National Occupational Standard	<b>Unit Code</b>	<b>LSS/N8601</b>
	<b>Unit Title (Task)</b>	<b>Maintain health, safety and security at workplace</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 minimize risk to self and others.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Compliance with health, safety and security requirements at work</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Compliance with health, safety and security requirements 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 procedures</p> <p>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. Follow environment management system related procedures</p> <p>PC6. Identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. Report any service malfunctions that cannot be rectified</p> <p>PC8. Store materials and equipment in line with manufacturer's and organizational requirements</p> <p>PC9. Safely handle and move waste and debris</p> <p>PC10. Minimize health and safety risks to self and others due to own actions</p> <p>PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. Monitor the workplace and work processes for potential risks and threats</p> <p>PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC15. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. Follow organization procedures for shutdown and evacuation when required</p>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the	<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>



**Maintain health, safety and security at workplace**

company / organization and its processes)	KA3. Organizational procedures for safe handling of equipment and machine operations KA4. Potential risks due to own actions and methods to minimize these KA5. Environmental management system related procedures at the workplace KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA7. Potential accidents and emergencies and response to these scenarios KA8. Reporting protocol and documentation required KA9. Details of personnel trained in first aid, fire-fighting and emergency response KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. Occupational health and safety risks 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>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. Document and report any health and safety related incidents/ accidents
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to: SA2. Read and comprehend manuals of operations SA3. Read all organizational and equipment related health and safety manuals and documents SA4. Read instructions, guidelines/procedures/rules related to the worksite and machine operations
	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to: SA5. Give clear instructions to co-workers, subordinates and other personnel SA6. Use correct technical terms while interacting with supervisor
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to: SB1. Make an appropriate timely decision in responding to emergencies/accidents in line with organization SB2. Evaluate and use correct PPE and other safety gear while at the workplace
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to: SB3. Work with supervisors/ team mates to carry out work related tasks

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**Maintain health, safety and security at workplace**

	SB4. Plan work according to the required schedule
	SB5. Keep work area free from potential hazards
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to:
	SB6. Ensure and follow organizational procedures pertaining to health and safety are followed
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB7. Take appropriate actions during emergencies, accidents or fire at the workplace
	SB8. Resolve issues pertaining to malfunctions in machineries and report if required
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB9. Identify emergency situations
	SB10. Identify cause effect relationship for the emergencies
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB11. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

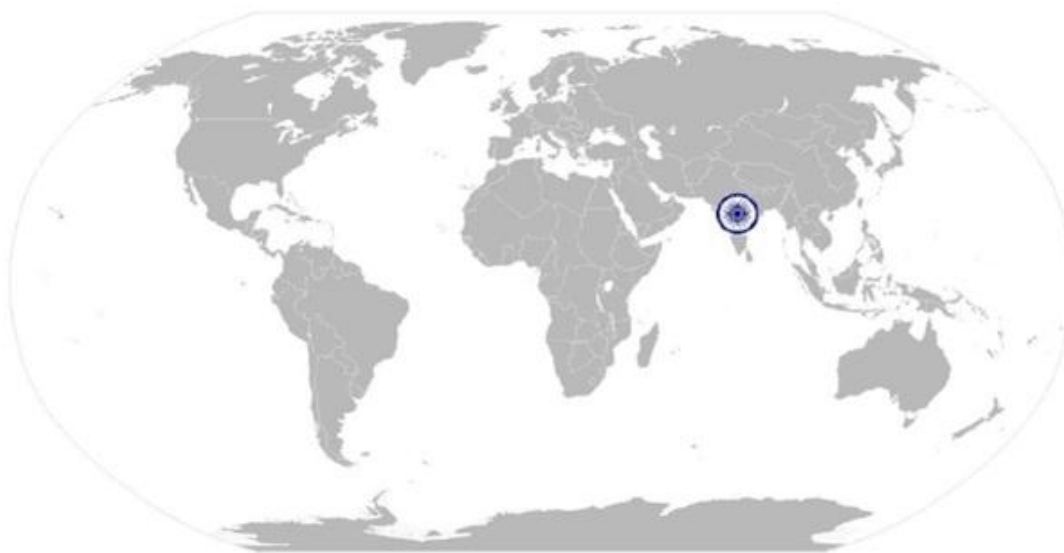


## Maintain health, safety and security at workplace

### NOS Version Control

NOS Code	LSS/N8601		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Stitching	Next review date	18/06/2015

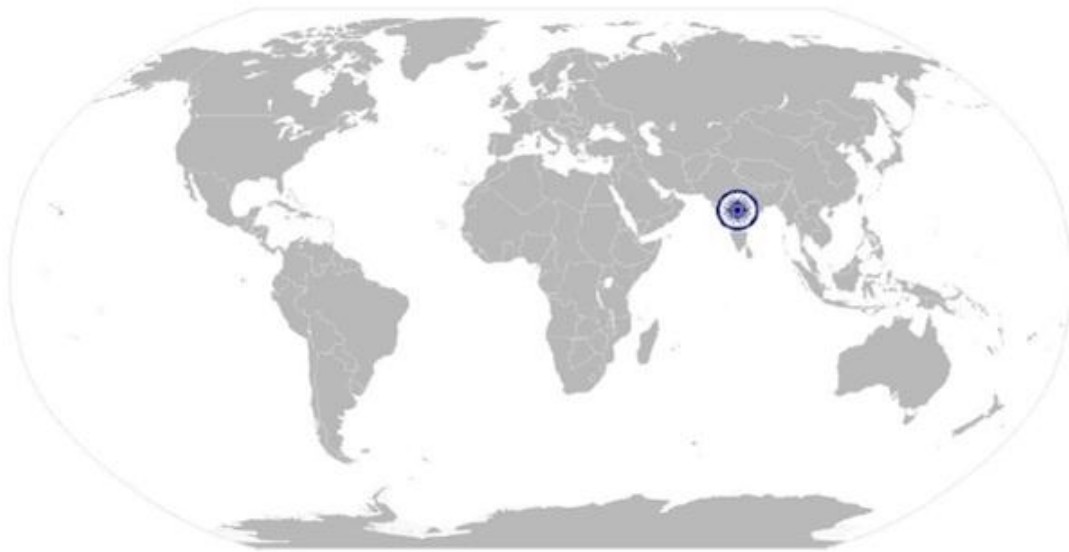
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Comply with industry, regulatory and organizational requirements

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# 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.

### Comply with industry, regulatory and organizational requirements

National Occupational Standard	<b>Unit Code</b>	<b>LSS/N8701</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>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Compliance with industry, regulatory and organizational requirements</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Compliance with industry, regulatory and organizational requirements</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>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<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 oneself due to practice of these procedures</p> <p>KA3. Specific to the industry/sector, know and understand:</p> <ul style="list-style-type: none"> <li>Legal, regulatory and ethical requirements</li> <li>Procedures to follow if someone does not meet the requirements</li> </ul> <p>KA4. Customer specific requirements mandated as a part of the work process</p>
	<b>B. Technical 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>
	<b>Skills (S)</b>	
	<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
		The user/ individual on the job needs to know and understand how to:
		SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company
		<b>Reading Skills</b>
		The user/ individual on the job needs to know and understand how to:
		SA2. Read and comprehend the organizational documents pertaining to rules and procedures
		SA3. Read and comprehend basic English to read and interpret indicators in

### Comply with industry, regulatory and organizational requirements

	the machine and operating manuals, job cards, visual cards, etc SA4. Read in the local language as applicable SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to: SA6. Positively influence the team members into following procedures
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to: SB1. Take appropriate decisions related to responsibilities
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to: SB2. Plan and manage work routine based on company procedure
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to: SB3. Ensure and follow organizational procedures and policies
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to: SB4. Evaluate and seek and obtain clarification from the superiors
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB5. Apply balanced judgement to different situations
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB6. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

## National Occupational Standards

Comply with industry, regulatory and organizational requirements

## NOS Version Control

NOS Code	LSS/N8701		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Stitching	Next review date	18/06/2015

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## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role** Stitching Operator (Footwear)

**Qualification Pack Code** LSS/Q2501

**Sector Skill Council** Leather

### Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on these criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	Performance CRITERIA	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
1. LSS/N2501- Carry out stitching operation using different machines	PC1. Follow the instructions on the work ticket/ job card	100	2	0	2
	PC2. Make sure that the work area is free from hazards		2	0	2
	PC3. Ensure the materials used meet the specification matching <ul style="list-style-type: none"> <li>• within a product</li> <li>• between a pair of products where applicable</li> </ul>		2	0	2
	PC4. Agree and review agreed upon work targets with the supervisor		2	0	2
	PC5. Sort out the material and threads as per the specifications in the job card		7	5	2
	PC6. Select the right sewing machine, threads and bobbins for the materials as per the specifications in the job card		2	0	2

## Qualifications Pack For Stitching Operator (Footwear)

	PC7. Check the equipment prior to making the stitching, including: <ul 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> </ul>		2	0	2
	PC8. Set machine controls for the materials being stitched		2	0	2
	PC9. Perform a test run to ensure machine is operating correctly		7	5	2
	PC10. Adjust machine controls where necessary		2	0	2
	PC11. Operate machines safely and in accordance with guidelines		12	10	2
	PC12. Estimate the expected length of time for the process		2	0	2
	PC13. Optimize the positioning and layout of materials to ensure a smooth and rapid throughput		2	0	2
	PC14. Adjust the tension and stitch length		2	0	2
	PC15. Check the upper components and conduct shade wise pairing		2	0	2
	PC16. Stitch the correct materials in the right sequence as required by the production specification		2	0	2
	PC17. Perform back joining/quarter back joining using zigzag machine/flat bed machine		2	0	2
	PC18. Perform seam rubbing by machine if back joining done by flat bed machine		2	0	2
	PC1. Check the upper components and conduct shade wise pairing		2	0	2
	PC19. Attach vamp with tongue using flat bed machine		2	0	2
	PC20. Apply adhesives on the components		1	0	1
	PC21. Fold the components by hand/machine		2	0	2
	PC22. Join upper and lining using flat/post bed machine		2	0	2
	PC23. Join quarter with vamp using post bed machine		1	0	1
	PC24. Perform edge trimming operation by machine/hand		7	5	2
	PC25. Perform eyeleting by machine/hand		2	0	2
	PC26. Perform eyelet punching, eyelet putting and eyelet setting by hand		2	0	2
	PC27. Do lacing on the uppers		1	0	1

## Qualifications Pack For Stitching Operator (Footwear)

	PC28. Visual inspection as per specifications in the job card		1	0	1
	PC29. Respond accordingly where stitched items do not meet production specification		1	0	1
	PC30. Carry out basic maintenance of machinery and keep them clean after use		1	0	1
	PC31. Report risks/ problems likely to affect services to the relevant person promptly and accurately		2	0	2
	PC32. Complete forms, records and other documentation		2	0	2
	PC33. 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		7	5	2
	PC34. Report defective machines, tools and/or equipment to the responsible person		2	0	2
	PC35. Sort and place work to the next stage of production and minimise the risk of damage		3	0	3
	PC36. Pass the stitched item to the next stage in the manufacturing process after validation		3	0	3
	<b>Total</b>		<b>100</b>	<b>30</b>	<b>70</b>
2. LSS/N2502- Contribute to achieving product quality in stitching operation	PC1. Ensure materials and component parts meet specifications	<b>50</b>	1	0	1
	PC2. Ensure that the quality and appearance of the uppers are not affected during materials movement		6	5	1
	PC3. Ensure the quality of the product meets specification during production		11	10	1
	PC4. Maintain the required productivity and quality levels		1	0	1
	PC5. Carry out quality checks at agreed intervals and in the approved way		1	0	1
	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		11	10	1
	PC7. Check the upper components are paired shade wise as per the specifications in the job card		1	0	1
	PC8. Check that the stitching is done properly		0.5	0	0.5

## Qualifications Pack For Stitching Operator (Footwear)

	as per the design specifications and no damage happens to the appearance and quality				
	PC9. Check that no spillage of adhesives appear on the uppers		0.5	0	0.5
	PC10. Check that the folding is done properly		1	0	1
	PC11. Check the edge trimming, putting of eyelets and lacing are done correctly		0.5	0	0.5
	PC12. Conduct a visual inspection on all aspects of the stitching process		0.5	0	0.5
	PC13. Maintain the continuity of production with minimum interruptions and downtime		1	0	1
	PC14. Ensure minimum of wastage and their proper disposal		7	6	1
	PC15. Identify causes of faults and take action to rectify the same to maintain product quality		2.5	2	0.5
	PC16. Follow reporting procedures where the cause of faults cannot be identified		1	0	1
	PC17. Pass the stitched uppers with support of the assistant operator for next process		2.5	2	0.5
	PC18. Leave work area safe and secure when work is complete		1	0	1
	<b>Total</b>		<b>50</b>	<b>35</b>	<b>15</b>
3. LSS/N8501- Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	50	2	0	2
	PC2. Use correct lifting and handling procedures		2	0	2
	PC3. Use materials to minimize waste		3	0	3
	PC4. Prepare and organize work		2	0	2
	PC5. Maintain a clean and hazard free working area		3	0	3
	PC6. Deal with work interruptions		2	0	2
	PC7. Move around the workplace with care		3	0	3
	PC8. Maintain tools and equipment		3	0	3
	PC9. Carry out running maintenance within agreed schedules		4	2	2
	PC10. Carry out maintenance and/or cleaning outside responsibility		2	1	1
	PC11. Report unsafe equipment and other dangerous occurrences		3	2	1
	PC12. Ensure that the correct machine guards are in place		1	0	1
	PC13. Work in a comfortable position with the correct posture		2	1	1

	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		3	2	1
	PC15. Dispose of waste safely in the designated location		3	2	1
	PC16. Store cleaning equipment safely after use		2	1	1
	PC17. Complete and store accurate records and documentation		2	1	1
	PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working		2	1	1
	PC19. Give inputs and assist in completing documentation		1	0	1
	PC20. Report the need for maintenance and/or cleaning outside your area of responsibility		1	0	1
	PC21. Ensure safe and correct handling of materials, equipment and tools		2	1	1
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		2	1	1
	<b>Total</b>		<b>50</b>	<b>15</b>	<b>35</b>
4. LSS/N8601- Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace		1	0	1
	PC2. Use and maintain personal protective equipment as per protocol		1	0	1
	PC3. Carry out own activities in line with approved guidelines and procedures		1	0	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		0.5	0	0.5
	PC5. Follow environment management system related procedures		6	5	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment	25	1	0	1
	PC7. Report any service malfunctions that cannot be rectified		1	0	1
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		0.5	0	0.5
	PC9. Safely handle and move waste and debris		1	0	1
	PC10. Minimize health and safety risks to self and others due to own actions		1	0	1
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		1	0	1

	PC12. Monitor the workplace and work processes for potential risks and threats		1	0	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		0.5	0	0.5
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		5.5	5	0.5
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		0.5	0	0.5
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		1	0	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		0.5	0	0.5
	PC18. Follow organization procedures for shutdown and evacuation when required		1	0	1
	<b>Total</b>		<b>25</b>	<b>10</b>	<b>15</b>
5. LSS/N8701- Comply with industry, regulatory and organizational requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	<b>25</b>	10	5	5
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		3	0	3
	PC3. Apply and follow these policies and procedures within the work practices		2	0	2
	PC4. Provide support to the supervisor and team members in enforcing these considerations		7	5	2
	PC5. Identify and report any possible deviation to these requirements		3	0	3
	<b>Total</b>		<b>25</b>	<b>10</b>	<b>15</b>