

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 - Shaving Operator

SECTOR:	LEATHER
SUB SECTOR:	Finished Leather
OCCUPATION:	Shaving
REFERENCE ID:	LSS / QO501
ALIGNED TO:	NCO-2004/8265.35

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

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

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

Qualifications Pack Code	LSS / Q0501		
Job Role	Shaving Operator		
Credits(NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Shaving	Next review date	31/03/17
NSQC Clearance on	18/06/2015		

Job Role	Shaving Operator
Role Description	A Shaving Operator performs a mechanical operation where the hides are put through a machine with a rapidly revolving cylinder cutting fine, thin fragments from the flesh side to reduce and/or even out the thickness throughout the hide.
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 finished leather operations for a minimum of 2-3 years preferred
Applicable National Occupational Standards (NOS)	<p>Compulsory</p> <ol style="list-style-type: none"> 1. LSS/N0501 Carry out shaving operations 2. LSS/N0502 Contribute to achieving product quality in shaving operations 3. LSS/N8501 Maintain the work area, tools and machines 4. LSS/N8601 Maintain health, safety and security at workplace 5. LSS/N8701 Comply with industry, regulatory and organizational requirements <p>Optional: 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

National Occupational Standard



Overview

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

National Occupational Standards

LSS/N0501

Carry out shaving operations

National Occupational Standard

Unit Code	LSS/N0501
Unit Title (Task)	Carry out shaving operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out shaving operations in preparing finished leather.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparatory activity • Shaving operation • Reporting & Documentation • Sorting & Placing
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparatory activity	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Obtain, check and confirm the data on the work ticket or job card</p> <p>PC3. Calculate the number of components needed for production</p> <p>PC4. Set up the machine operations based on the gauge readings for the specified thickness</p> <p>PC5. Position self to achieve operator comfort and to minimize fatigue</p> <p>PC6. Ask questions to obtain more information on tasks when the instructions you have are unclear</p> <p>PC7. Agree and review your agreed upon work targets with your supervisor</p>
Shaving operation	<p>PC8. Position hide on machine table with flesh side upward</p> <p>PC9. Start machine and press foot pedal of machine to raise table with leather on to bring it closer to revolving wheel fitted with spirally fixed knives</p> <p>PC10. Hold hide tightly as it is shaved and that the machine has absolutely no vibrations as shaving is done by knives of rotating wheel</p> <p>PC11. Change position of leather to shave rest of surface</p> <p>PC12. Check visually that shaving of leather is even and to required thickness and hands it over to the assistant operator who confirms the same with the gauge meter</p> <p>PC13. Ensure that emery wheels fitted to machine sharpen knife blades automatically in process of shaving</p> <p>PC14. Repeat process as per requirement</p> <p>PC15. Lubricates machine, if required, and help the mechanic to repair machines in case of breakdown</p>
Reporting & Documentation	<p>PC16. Comply with written instructions</p> <p>PC17. Complete forms, records and other documentation</p> <p>PC18. Follow company reporting procedures about defective tools and machines which affect work</p> <p>PC19. Report any damaged work to the responsible person</p>
Sorting & Placing	<p>PC20. Sort and place work to assist the next stage of production and minimize the risk of damage</p>

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Carry out shaving operations

	PC21. Leave work area safe and secure when work is complete
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Details of the various job roles, responsibilities and processes for operating equipments, obtaining information on work related task etc</p> <p>KA2. The organization's rules, guidelines and standards</p> <p>KA3. The main types and characteristics of hides, skins or leather produced by the company</p> <p>KA4. Work target/ review mechanism with your supervisor for obtaining/ giving feedback related to performance</p> <p>KA5. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA6. Importance of team work and harmonious working relationships</p> <p>KA7. Contact person in case of queries on procedure or products</p> <p>KA8. Method to handle tools and equipment safely and the health and safety implications of not doing so</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Reading, writing and number estimation</p> <p>KB2. Interpret specifications and set machine for operation</p> <p>KB3. Procedures for operating shaving machine</p> <p>KB4. Feeding pelts into the machine in the appropriate manner and in accordance with health and safety practices as well as workplace procedures</p> <p>KB5. Method to handle hides and materials and avoid making them unusable</p> <p>KB6. Prepare workstation and work prior to commencing operations</p> <p>KB7. Carry out minor machine maintenance in accordance with workplace procedures</p> <p>KB8. Product and quality specifications for shaving operation</p> <p>KB9. Common faults in tools and equipment and implications of working with faulty equipment</p> <p>KB10. Procedure to correctly switch off the machine on completion of work and do the necessary cleaning and maintenance activities</p> <p>KB11. Providing support to ensure records and other documentation are clearly and accurately completed where required</p> <p>KB12. Manufacturers' instructions</p>
Skills (S)	
A. Core Skills / Generic Skills	<p>Writing Skills</p> <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> <p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. Read and comprehend basic English/local language as applicable</p>

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Carry out shaving operations

	SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: SA5. Listen actively SA6. Communicate effectively with supervisors, managers, etc
B. Professional Skills	Decision Making
	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
	Plan and Organize
	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 work according to the required schedule and location
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB6. Ensure shaving operations is as per customer standards SB7. Evaluate and ensure delivery of products as per customers' specifications
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB8. Identify possible defects with the products SB9. Review the defects and take appropriate actions to rectify SB10. Report to the authority if problems cannot be rectified
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB11. Diagnose common problems in the machine based on visual inspection
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB12. Assess and control the quality standards of the product as per customer standards

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Carry out shaving operations

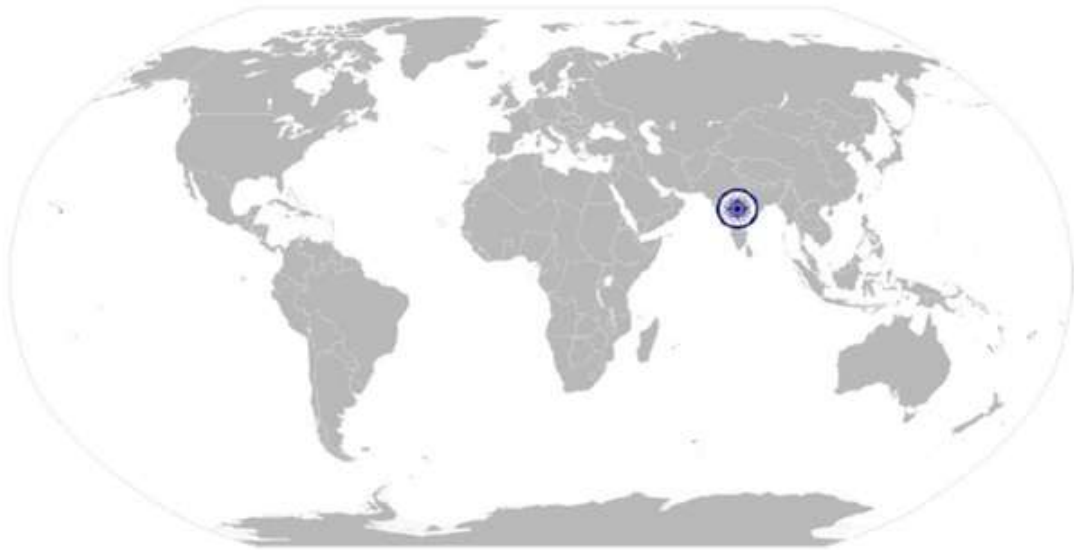
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NOS Code	LSS/N0501		
Credits (NSQF)	TBD	Version number	11.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Shaving	Next review date	18/06/2015

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LSS/N0502 Contribute to achieving product quality in shaving operations

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking leather shaving related activities.

LSS/N0502 Contribute to achieving product quality in shaving operations

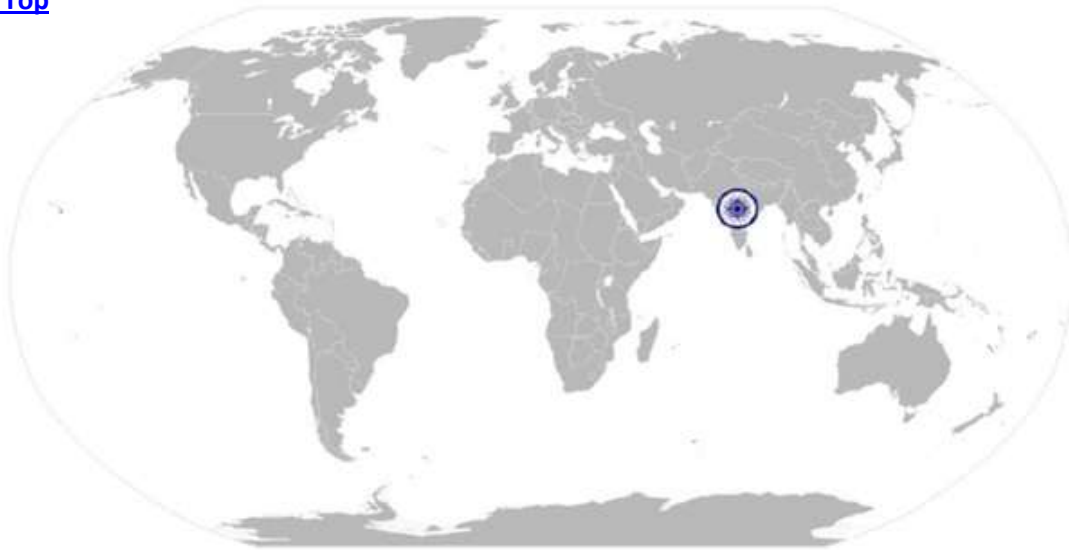
Unit Code	LSS/N0502
Unit Title (Task)	Contribute to achieving product quality in shaving operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking leather shaving related activities.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Inspection • Reporting & Documentation
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Inspection	To be competent, the user/individual on the job must be able to: PC1. Test the machine to ensure correct operations PC2. Ensure that the leather pieces are positioned on the machine appropriately PC3. Operate the machine in accordance with machine and workplace standards PC4. Check to confirm that the crust leather is of the specified thickness as per the gauge reading after the shaving process PC5. Check the performance of the machine for signs of faulty operations and take action in accordance with workplace procedures
Reporting & Documentation	PC6. Report faults outside personal responsibility to the appropriate person PC7. Identify faults in materials and products PC8. Identify causes of faults to maintain product quality PC9. Follow reporting procedures where the cause of faults cannot be identified
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The organization's rules, guidelines and standards KA2. Quality systems and procedures KA3. Limits of personal responsibility KA4. Process of reporting faults KA5. Process of operating equipments
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The different types of faults likely to be found and method to put them right KB2. The different techniques and methods used to detect faults KB3. The inspection methods that can be used KB4. Importance of product checks KB5. The acceptable solutions for particular faults KB6. The consequences of not rectifying problems KB7. The types of adjustments suitable for specific types of faults KB8. Responsibilities at work during production KB9. Company's quality and production targets and the effect of not meeting these on self and/or the team

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	KB10. Allowed tolerances KB11. Difference between correctable and non-correctable faults KB12. Manufacturer's instructions
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	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
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA3. Read and comprehend basic English/local language as applicable SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: SA5. Listen actively SA6. Communicate effectively with supervisors, managers, etc
B. Professional Skills	Decision Making
	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
	Plan and Organize
	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 work according to the required schedule and location
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB6. Ensure shaving operations is as per customer standards SB7. Evaluate and ensure delivery of products as per customers' specifications
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB8. Identify possible defects with the products SB9. Review the defects and take appropriate actions to rectify SB10. Report to the authority if problems cannot be rectified
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB11. Diagnose common problems in the machine based on visual inspection
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB12. Assess and control the quality standards of the product as per customer standards

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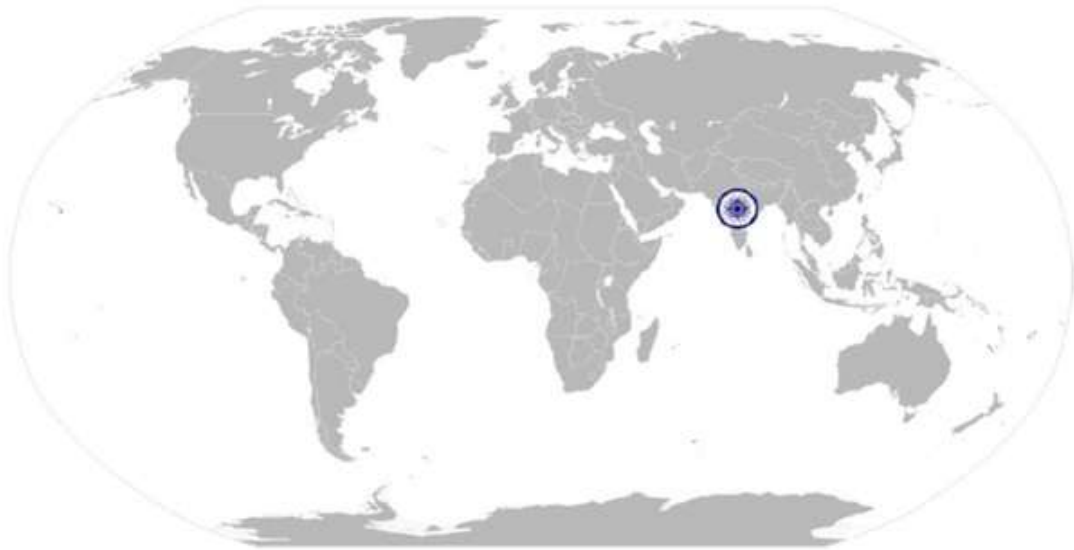
NOS Code	LSS/N0502		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Shaving	Next review date	18/06/2015

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LSS/N8501

Maintain the work area, tools and machines

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.

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Maintain the work area, tools and machines

Unit Code	LSS/N8501
Unit Title (Task)	Maintain the work area, tools and machines
Description	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. 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.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Maintenance of the work area, tools and machines
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Maintenance of work area, tools and machines	<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>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organizational procedures</p> <p>KA3. Limits of one's 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</p>

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Maintain the work area, tools and machines

	<p>the whole process</p> <p>KA6. The lines of communication, authority and reporting procedures</p> <p>KA7. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA8. The companies quality standards</p> <p>KA9. The types of records kept, how are they completed and the importance of keeping them accurate</p> <p>KA10. The importance of complying with written instructions</p> <p>KA11. Equipment operating procedures / manufacturer's instructions</p> <p>KA12. Statutory responsibilities under Health, Safety and Environmental legislation and regulations</p> <p>KA13. The quality standards and processes followed by the organization relevant to your role</p> <p>KA14. Documentation required for reporting</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications and instructions</p> <p>KB3. Relation between work role and the overall manufacturing process</p> <p>KB4. The importance of good time keeping and attendance</p> <p>KB5. The importance of minimized production costs</p> <p>KB6. The importance of taking action when problems are identified</p> <p>KB7. Different ways of minimizing 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 and manufacturer's instructions</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> <p>KB15. The production process and the specific work activities that relate to the whole process</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards,</p> <p>SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p>
	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA4. Speak and communicate effectively to peers and supervisors</p>

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Maintain the work area, tools and machines

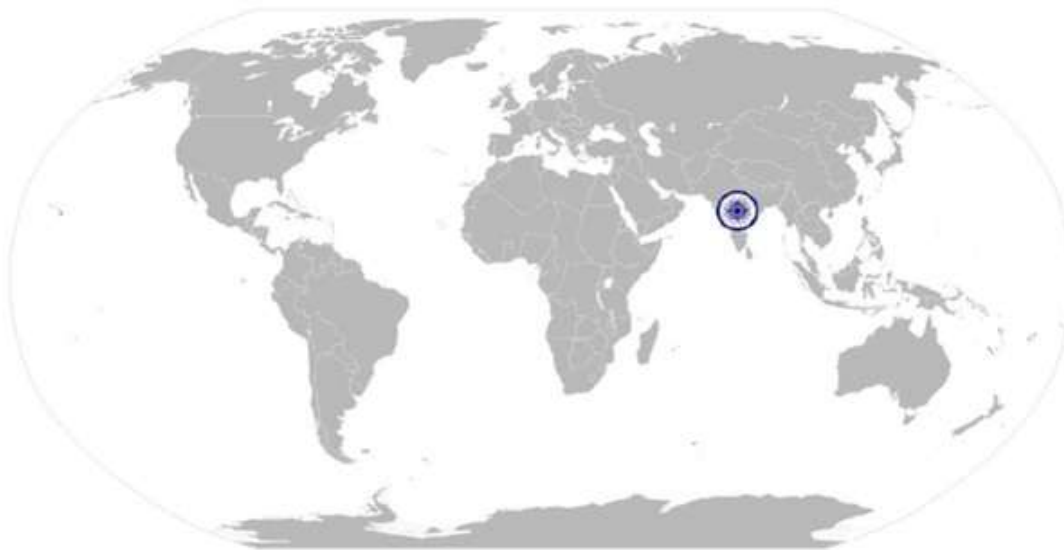
	SA5. Give clear instructions to co-workers, subordinates others SA6. Use correct technical term while interacting with supervisor
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions regarding to responsibilities
	SB2. Assess for any damage/faulty component in the concerned machinery and take action accordingly
	SB3. Evaluate the decision and conduct basic trouble shooting
	Plan and Organize
	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
	Customer Centricity
	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
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB9. Solve operational role related issues
	Analytical Thinking
	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
	Critical Thinking
	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

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Maintain the work area, tools and machines

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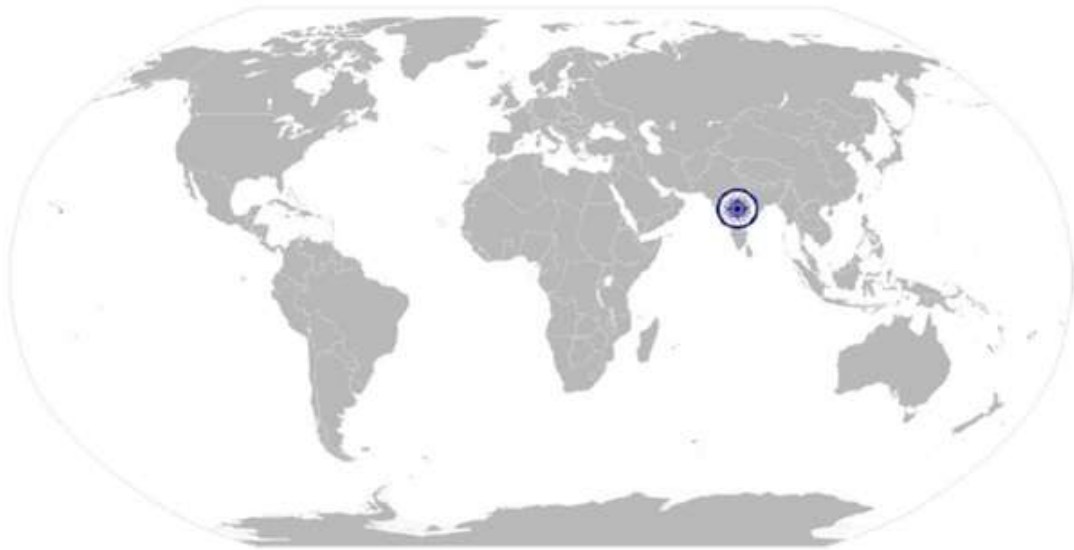
NOS Code	LSS/N8501		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Shaving	Next review date	18/06/2015

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LSS/N8601

Maintain health, safety and security at workplace

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.

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Maintain health, safety and security at workplace

National Occupational Standard	Unit Code	LSS/N8601
	Unit Title (Task)	Maintain health, safety and security at workplace
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for taking responsibility for their own health, safety and security in the workplace and is about using the correct procedures to prevent, control and minimise risk to them and others in the workplace.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Compliance with health, safety and security requirements at work
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Compliance with health, safety and security requirements at work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Use and maintain personal protective equipment as per protocol</p> <p>PC3. Carry out own activities in line with approved guidelines and procedures</p> <p>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. 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>
	Knowledge and Understanding (K)	
	A. Organizational Context (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>

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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. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Occupational health and safety risks and KB2. Personal protective equipment and method of use KB3. Identification, handling and storage of hazardous substances KB4. Proper disposal system for waste and by-products KB5. Signage related to health and safety and their meaning KB6. Importance of sound health, hygiene and good habits KB7. Ill-effects of alcohol, tobacco and drugs
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Document and report any health and safety related incidents/ accidents
	Reading Skills
	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
	Oral Communication (Listening and Speaking Skills)
	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. Professional Skills	Decision Making
	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 organizational SB2. Evaluate and use correct PPE and other safety gear while at the workplace
	Plan and Organize
	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 SB4. Plan work according to the required schedule

LSS/N8601

Maintain health, safety and security at workplace

	SB5. Keep work area free from potential hazards
	Customer Centricity
	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
	Problem Solving
	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
	Analytical Thinking
	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
	Critical Thinking
	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

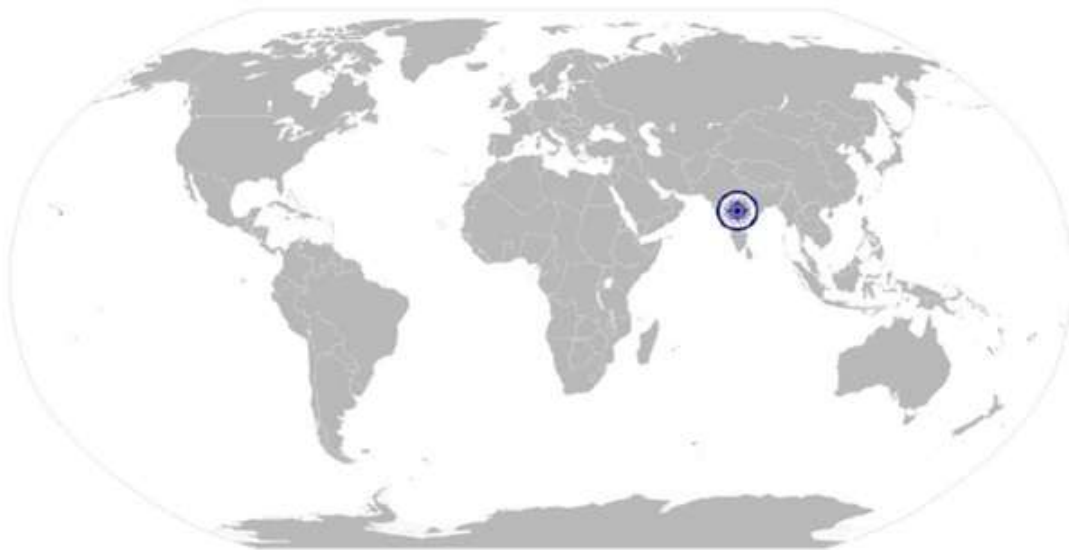


LSS/N8601

Maintain health, safety and security at workplace

NOS Version Control

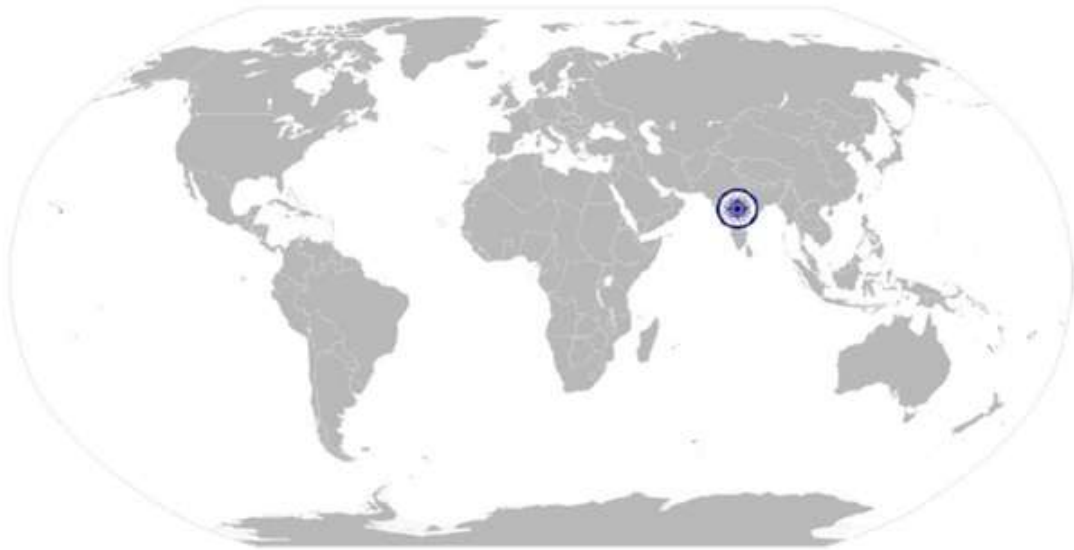
NOS Code	LSS/N8601		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Shaving	Next review date	18/06/2015

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LSS/N8701

Comply with industry, regulatory and organizational requirements

National Occupational Standard



Overview

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

LSS/N8701 Comply with industry, regulatory and organizational requirements

National Occupational Standard	Unit Code	LSS/N8701
	Unit Title (Task)	Comply with industry, regulatory and organizational requirements
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with industry, regulatory and organizational requirements at the workplace.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Compliance with industry, regulatory and organizational requirements
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Compliance with industry, regulatory and organizational requirements	<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>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. 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"> Legal, regulatory and ethical requirements Procedures to follow if someone does not meet the requirements <p>KA4. Customer specific requirements mandated as a part of the work process</p>
	B. Technical Knowledge	<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)	
	A. Core Skills / Generic Skills	Writing Skills
		<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</p>
		Reading Skills
		<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend the organizational documents pertaining to rules and procedures</p> <p>SA3. Read and comprehend basic English to read and interpret indicators in</p>

National Occupational Standards

LSS/N8701

Comply with industry, regulatory and organizational requirements

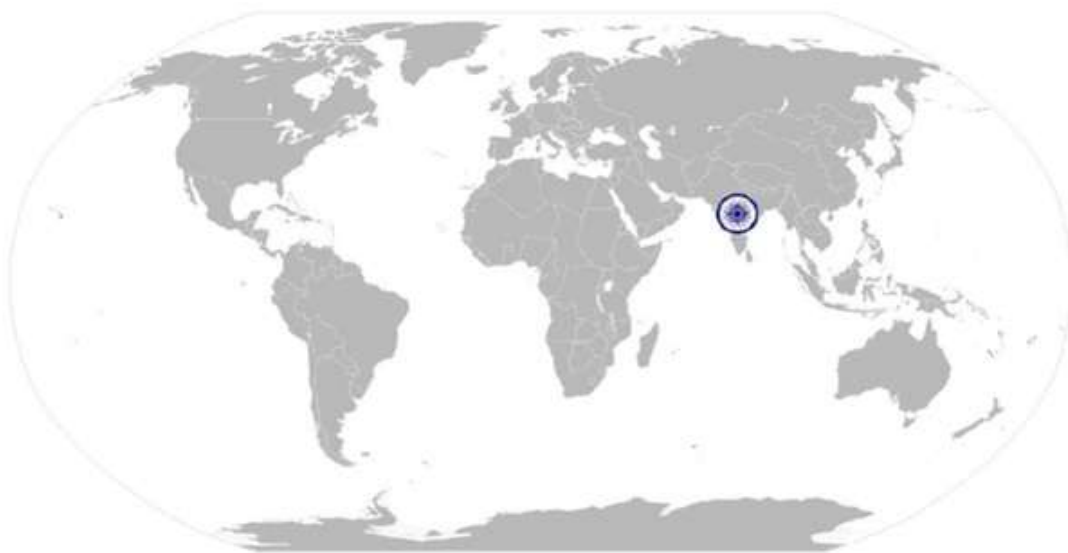
	the machine and operating manuals, job cards, visual cards, etc
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to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

LSS/N8701 **Comply with industry, regulatory and organizational requirements**

NOS Version Control

NOS Code	LSS/N0105		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Finished Leather	Last reviewed on	31/03/15
Occupation	Shaving	Next review date	18/06/2015

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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Shaving Operator

Qualification Pack Code LSS/QO501

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/N0501 Carry out shaving operations	PC1. Make sure the work area is free from hazards	100	5	0	5
	PC2. Obtain, check and confirm the data on the work ticket or job card		10	5	5
	PC3. Calculate the number of components needed for production		5	0	5
	PC4. Set up the machine operations based on the gauge readings for the specified thickness		10	5	5
	PC5. Position self to achieve operator comfort and to minimize fatigue		3	0	3
	PC6. Ask questions to obtain more information on tasks when the instructions you have are unclear		2	0	2
	PC7. Agree and review your agreed upon work targets with your supervisor		2	0	2
	PC8. Position hide on machine table with flesh side upward		3	0	3
	PC9. Start machine and press foot pedal of machine to raise table with leather on to bring it closer to revolving wheel fitted with spirally		5	0	5

	fixed knives				
	PC10. Hold hide tightly as it is shaved and that the machine has absolutely no vibrations as shaving is done by knives of rotating wheel		5	0	5
	PC11. Change position of leather to shave rest of surface		5	0	5
	PC12. Check visually that shaving of leather is even and to required thickness and hands it over to the assistant operator who confirms the same with the gauge meter		2	0	2
	PC13. Ensure that emery wheels fitted to machine sharpen knife blades automatically in process of shaving		8	5	3
	PC14. Repeat process as per requirement		2	0	2
	PC15. Lubricates machine, if required, and help the mechanic to repair machines in case of breakdown		3	0	3
	PC16. Comply with written instructions		2	0	2
	PC17. Complete forms, records and other documentation		7	5	2
	PC18. Follow company reporting procedures about defective tools and machines which affect work		3	0	3
	PC19. Report any damaged work to the responsible person		8	5	3
	PC20. Sort and place work to assist the next stage of production and minimize the risk of damage		3	0	3
	PC21. Leave work area safe and secure when work is complete		7	5	2
	Total		100	30	70
2. LSS/N0502 Contribute to achieving product quality in shaving operations	PC1. Test the machine to ensure correct operations	50	2	0	2
	PC2. Ensure that the leather pieces are positioned on the machine appropriately		7	5	2
	PC3. Operate the machine in accordance with machine and workplace standards		6	5	1
	PC4. Check to confirm that the crust leather is of the specified thickness as per the gauge reading after the shaving process		7	5	2
	PC5. Check the performance of the machine for signs of faulty operations and take action in accordance with workplace procedures		6	5	1

	PC6. Report faults outside personal responsibility to the appropriate person		7	5	2
	PC7. Identify faults in materials and products		6	5	1
	PC8. Identify causes of faults to maintain product quality		7	5	2
	PC9. Follow reporting procedures where the cause of faults cannot be identified		2	0	2
	Total		50	35	15
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		2	0	2
	PC4. Prepare and organize work		7	5	2
	PC5. Maintain a clean and hazard free working area		2	0	2
	PC6. Deal with work interruptions		2	0	2
	PC7. Move around the workplace with care		2	0	2
	PC8. Maintain tools and equipment		2	0	2
	PC9. Carry out running maintenance within agreed schedules		2	0	2
	PC10. Carry out maintenance and/or cleaning outside responsibility		6	5	1
	PC11. Report unsafe equipment and other dangerous occurrences		7	5	2
	PC12. Ensure that the correct machine guards are in place		1	0	1
	PC13. Work in a comfortable position with the correct posture		1	0	1
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		1	0	1
	PC15. Dispose of waste safely in the designated location		2	0	2
	PC16. Store cleaning equipment safely after use		2	0	2
	PC17. Complete and store accurate records and documentation		1	0	1
	PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working		1	0	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	0	2

	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	1
	Total		50	15	35
4. LSS/N8601- Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	25	6	5	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		0.5	0	0.5
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		1	0	1
	PC5. Follow environment management system related procedures		0.5	0	0.5
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		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		1	0	1
	PC9. Safely handle and move waste and debris		0.5	0	0.5
	PC10. Minimize health and safety risks to self and others due to own actions		6	5	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		0.5	0	0.5
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		1	0	1
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		0.5	0	0.5
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		1	0	1
	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
	Total		25	10	15

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	25	8	5	3
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		8	5	3
	PC3. Apply and follow these policies and procedures within the work practices		3	0	3
	PC4. Provide support to the supervisor and team members in enforcing these considerations		3	0	3
	PC5. Identify and report any possible deviation to these requirements		3	0	3
	Total		25	10	15