

## 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 - Skiving Operator

**SECTOR:** LEATHER

**SUB SECTOR:** Footwear

**OCCUPATION:** Skiving

**REFERENCE ID:** LSS/Q2401

**ALIGNED TO:** NCO-2004/8266.26

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

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

**Personal Attributes:** The Skiving Operator must possess, concentration, good eye-hand co-ordination, monitoring ability, vision (including near vision, distance vision, color vision, peripheral vision), depth perception, quick response time or reflex, physical fitness, target oriented as well basic estimation and numerical skills.

Qualifications Pack Code	LSS/Q2401		
Job Role	Skiving 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	Skiving	Next review date	31/03/17
NSQC Clearance	18/06/2015		

Job Role	Skiving Operator
Role Description	The Skiving operator must be capable to operate both upper and lower skiving machines and also skillful to perform skiving with accuracy according to the specifications. Skiving operator must also be capable to perform the maintenance of the grinder and the skiving disk knife.
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>1. <a href="#">LSS/N2401 Carry out footwear skiving operation using machine</a></li> <li>2. <a href="#">LSS/N2402 Contribute to achieving product quality in footwear skiving operation</a></li> <li>3. <a href="#">LSS/N8501 Maintain the work area, tools and machines</a></li> <li>4. <a href="#">LSS/N8601 Maintain health, safety and security at workplace</a></li> <li>5. <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

# National Occupational Standard



## Overview

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

## LSS/N2401

## Carry out footwear skiving operation using machine

<b>Unit Code</b>	<b>LSS/N2401</b>
<b>Unit Title (Task)</b>	<b>Carry out footwear skiving operation using machine</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for footwear skiving operations by using appropriate machineries, tools, equipment and processes.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Preparatory Work</li> <li>• Skiving Operation</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>Preparatory work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of your job role</p> <p>PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear</p> <p>PC4. Select and sort the tools and materials for the work</p> <p>PC5. Set up the equipment and machineries for lasting as per the job requirement</p> <p>PC6. Make sure that tools are safe and clean to use on the material</p> <p>PC7. Agree and review your agreed upon work targets with your supervisor</p> <p>PC8. Seek feedback from supervisor on work related performance</p> <p>PC9. Minimize wastage</p> <p>PC10. Produce the required batch of components to match the job card and the company's production targets</p> <p>PC11. Dispose of waste materials safely and return re-useable materials</p> <p>PC12. Work in conformance to legal requirements, organizational policies and procedures</p> <p>PC13. Ask questions to obtain more information on tasks when the instructions you have are unclear</p> <p>PC14. Carry out visual inspection to ensure the products are free from handling defects</p>
<b>Skiving operations</b>	<p>PC15. Ensure if the grinder is clean. If not, clean the grinder with grinder cleaner</p> <p>PC16. Ensure if the skiving disk blade is sharp. If not, sharpen the disk blade using the grinder</p> <p>PC17. Adjust the width and thickness as per the specifications to perform skiving of the material</p> <p>PC18. Carryout skiving operation as per the specification</p> <p>PC19. Carry out visual inspection to ensure the accuracy of the skiving machine</p>
<b>Reporting &amp;</b>	PC20. Report risks/ problems likely to affect services to the relevant person

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## Carry out footwear skiving operation using machine

<b>Documentation</b>	<p>promptly and accurately</p> <p>PC21. Complete forms, records and other documentation</p> <p>PC22. Follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC23. Report defective machines, tools and/or equipment to the responsible person</p>
<b>Sorting &amp; Placing</b>	<p>PC24. Sort and place work to the next stage of production and minimise the risk of damage</p> <p>PC25. Pass the skived uppers to the next stage in the manufacturing process after validation</p>
<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. Responsibilities and line of reporting within the work area</p> <p>KA2. Protocol to obtain more information on work related tasks</p> <p>KA3. Organizational policies and procedures</p> <p>KA4. Work target and review mechanism with your supervisor</p> <p>KA5. Process for offering/ obtaining work related assistance</p> <p>KA6. Protocol and format for reporting work related risks/ problems</p> <p>KA7. Contact person in case of queries on procedure or products</p> <p>KA8. Common hazards in the work area and procedures for dealing with them</p> <p>KA9. Procedures for handling the tools and equipment</p> <p>KA10. Procedures with regard to material re-usage and disposal</p> <p>KA11. Quality standards and the reporting procedures</p> <p>KA12. Documentation required as part of the process</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Procedures to operate the upper skiving and bottom skiving machines</p> <p>KB2. Procedures and concept of the operations followed in the skiving process</p> <p>KB3. Knowledge of the parameter setting in the skiving machines(thickness, width)</p> <p>KB4. The ways by which material can be contaminated or damaged during processing and the effects on quality</p> <p>KB5. Knowledge of the skiving disk blade and procedure to sharpen it</p> <p>KB6. Knowledge of the grinder and its maintenance</p> <p>KB7. Safely performing skiving without getting injured in the process</p> <p>KB8. Knowledge of the leather</p> <p>KB9. Basic units of measurements knowledge</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<p><b>Writing Skills</b></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>



## LSS/N2401

## Carry out footwear skiving operation using machine

	<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 work according to the required schedule and location
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to: SB6. Ensure skiving operation is as per customer standards SB7. Evaluate and ensure delivery of products as per customers' specifications
	<b>Problem Solving</b>
	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
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB11. 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: SB12. Assess and control the quality standards of the product as per customer standards



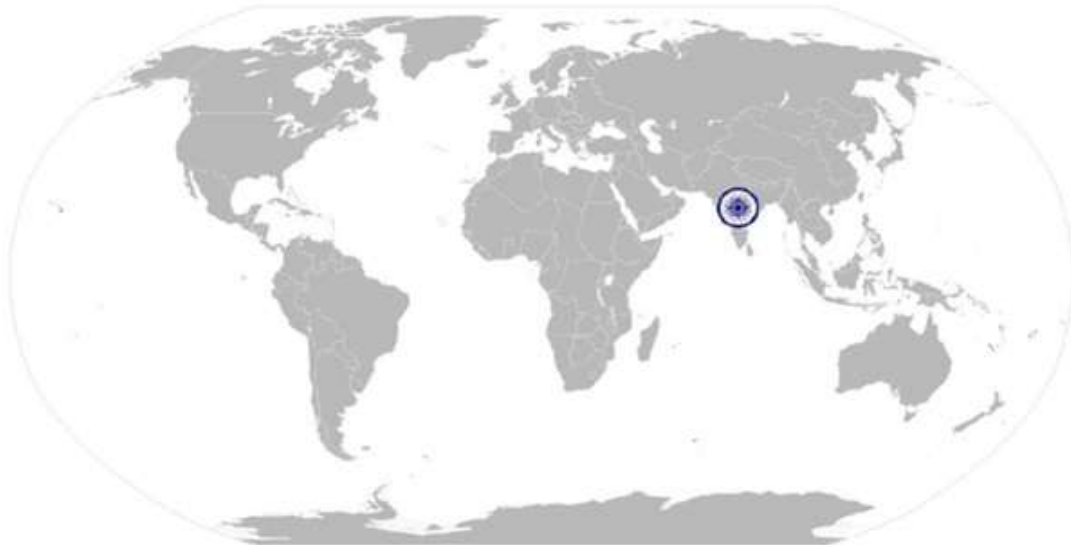
**LSS/N2401**

**Carry out footwear skiving operation using machine**

## **NOS Version Control**

NOS Code	LSS/N2401		
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	Skiving	Next review date	18/06/2015

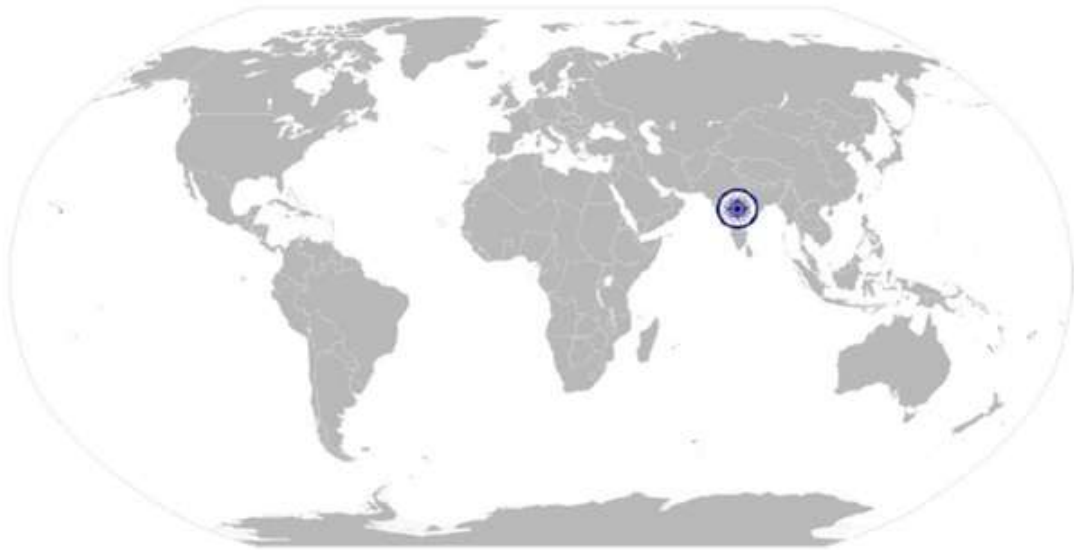
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**LSS/N2402 Contribute to achieving product quality in footwear skiving operation**

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# National Occupational Standard



## Overview

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

## LSS/N2402 Contribute to achieving product quality in footwear skiving operation

<b>Unit Code</b>	<b>LSS/N2402</b>
<b>Unit Title (Task)</b>	<b>Contribute to achieving product quality in footwear skiving operation</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking skiving related activities to ensure products meet specifications.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Contribute to achieving the product quality</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Contribute to achieving the product quality</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Set up and test skiving machines to ensure correct operation</p> <p>PC2. Operate the machine in accordance with machine and workplace standards</p> <p>PC3. Ensure the skiving is done accurately according to the specifications</p> <p>PC4. Ensure the optimum condition of the disk knife</p> <p>PC5. Ensure skiving is uniform even along the curvy edges</p> <p>PC6. Check the performance of the machine for signs of faulty operations and take action in accordance with workplace procedures</p> <p>PC7. Ensure materials and component parts meet specifications</p> <p>PC8. Report and replace faulty materials and component parts which do not meet specification</p> <p>PC9. Report faults outside personal responsibility to the appropriate person</p> <p>PC10. Identify faults in materials and products</p> <p>PC11. Identify causes of faults to maintain product quality</p> <p>PC12. Follow reporting procedures where the cause of faults cannot be identified</p> <p>PC13. Maintain the required productivity and quality levels</p> <p>PC14. Carry out quality checks at agreed intervals and in the approved way</p> <p>PC15. Identify process problems that effect product quality and report them promptly to appropriate people</p> <p>PC16. Identify faults in finished products and trace their causes</p>
<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. Types of problems with quality and how to report them to appropriate people</p> <p>KA2. Consequences of not rectifying problems</p> <p>KA3. Safe working practices and organizational procedures</p> <p>KA4. Limits of personal responsibility</p> <p>KA5. The lines of communication, authority and reporting procedures</p> <p>KA6. The organization's rules and guidelines (including timekeeping)</p> <p>KA7. The company's quality standards</p> <p>KA8. Equipment operating procedures / manufacturer's instructions</p>
<b>B. Technical</b>	The user/individual on the job needs to know and understand:

## LSS/N2402 Contribute to achieving product quality in footwear skiving operation

<b>Knowledge</b>	<p>KB1. The different types of faults likely to be found in the skiving process and methods to put them right</p> <p>KB2. The different techniques and methods used to detect faults in the skiving process</p> <p>KB3. The inspection methods that can be used</p> <p>KB4. Importance of product checks</p> <p>KB5. The acceptable solutions for particular faults</p> <p>KB6. The consequences of not rectifying problems</p> <p>KB7. The types of adjustments suitable for specific types of faults</p> <p>KB8. Responsibilities at work during production</p> <p>KB9. Company's quality and production targets and the effect of not meeting these on self and/or the team</p> <p>KB10. Allowed tolerances</p> <p>KB11. Difference between correctable and non-correctable faults</p> <p>KB12. Manufacturer's instructions</p>
<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 and comprehend 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 work according to the required schedule and location</p>
	<b>Customer Centricity</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB6. Evaluate the skiving operation as per the customer specifications</p> <p>SB7. Ensure timely delivery of products as per customer specifications</p>
	<b>Problem Solving</b>
	<p>The user/ individual on the job needs to know and understand how to:</p>

## LSS/N2402 Contribute to achieving product quality in footwear skiving operation

	SB8. Identify possible defects and how to rectify them
	SB9. Review the defects and take appropriate actions to rectify
	SB10. 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: SB11. 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: SB12. Assess and control the quality standards of the product as per customer standards

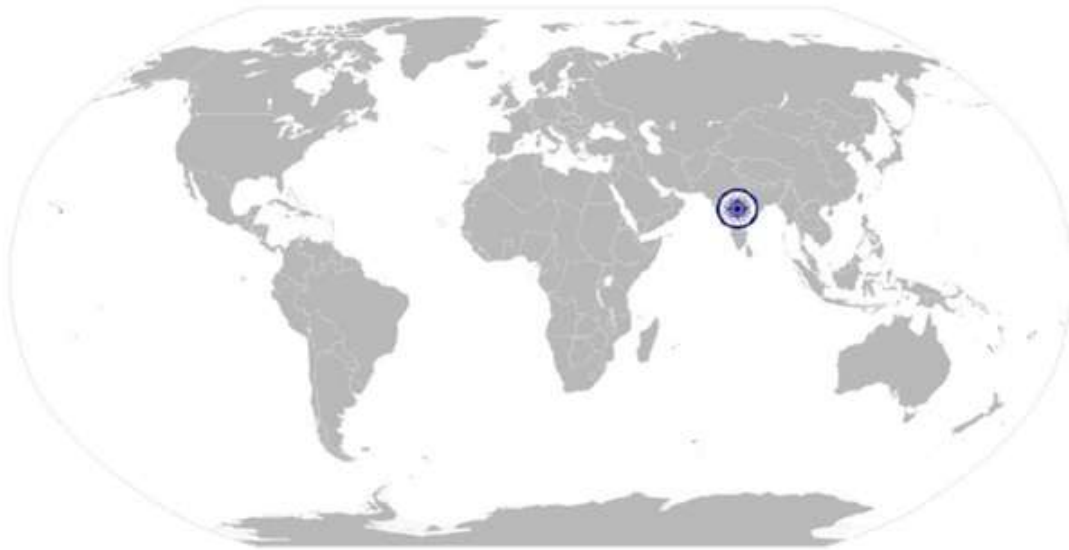


## LSS/N2402 Contribute to achieving product quality in footwear skiving operation

### NOS Version Control

NOS Code	LSS/N2402		
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	Skiving	Next review date	18/06/2015

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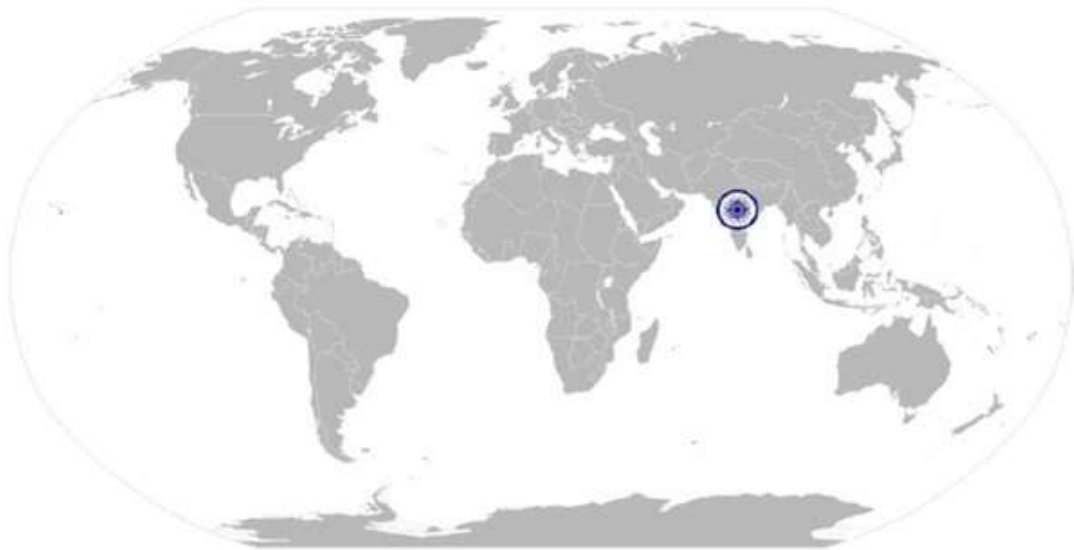


LSS/N8501

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.



## LSS/N8501

## Maintain the work area, tools and machines

<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>	<p>This unit/task covers the following:</p> <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</p>

## LSS/N8501

## Maintain the work area, tools and machines

	<p>whole process</p> <p>KA5. The lines of communication, authority and reporting procedures</p> <p>KA6. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA7. The companies quality standards</p> <p>KA8. The types of records kept, how are they completed and the importance of keeping them accurate</p> <p>KA9. The importance of complying with written instructions</p> <p>KA10. Equipment operating procedures / manufacturer's instructions</p> <p>KA11. Statutory responsibilities under Health, Safety and Environmental legislation and regulations</p> <p>KA12. The quality standards and processes followed by the organization relevant to your role</p> <p>KA13. Documentation required for reporting</p>
<b>D. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications and instructions</p> <p>KB3. Relation between work role and the overall manufacturing process</p> <p>KB4. The importance of good time keeping and attendance</p> <p>KB5. The importance of 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>
<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 and document appropriate technical forms, job cards, inspection sheets as required 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>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>
	<b>Oral Communication (Listening and Speaking Skills)</b>
	<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>

## LSS/N8501

## 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>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

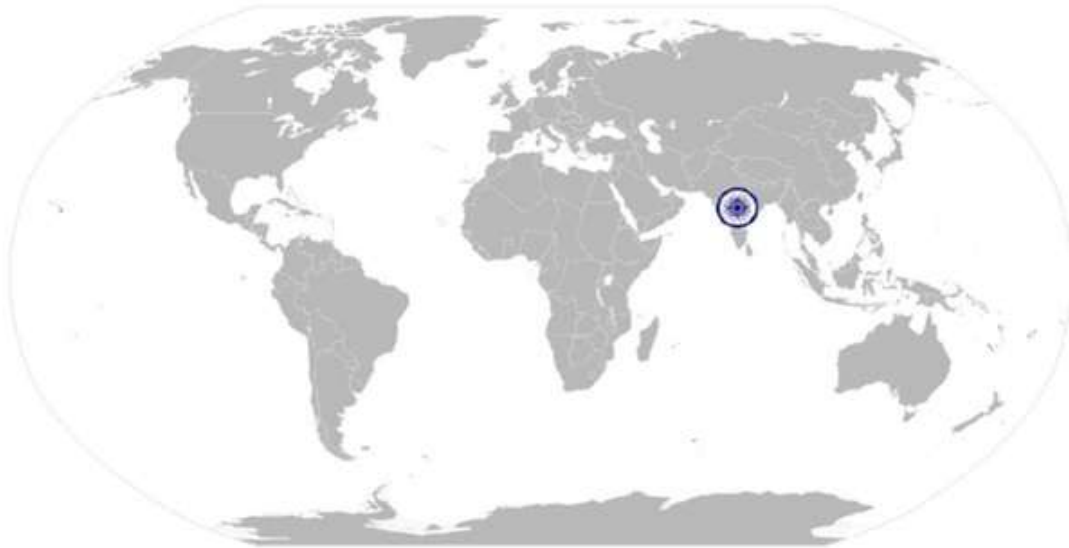
**LSS/N8501**

**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	Skiving	Next review date	18/06/2015

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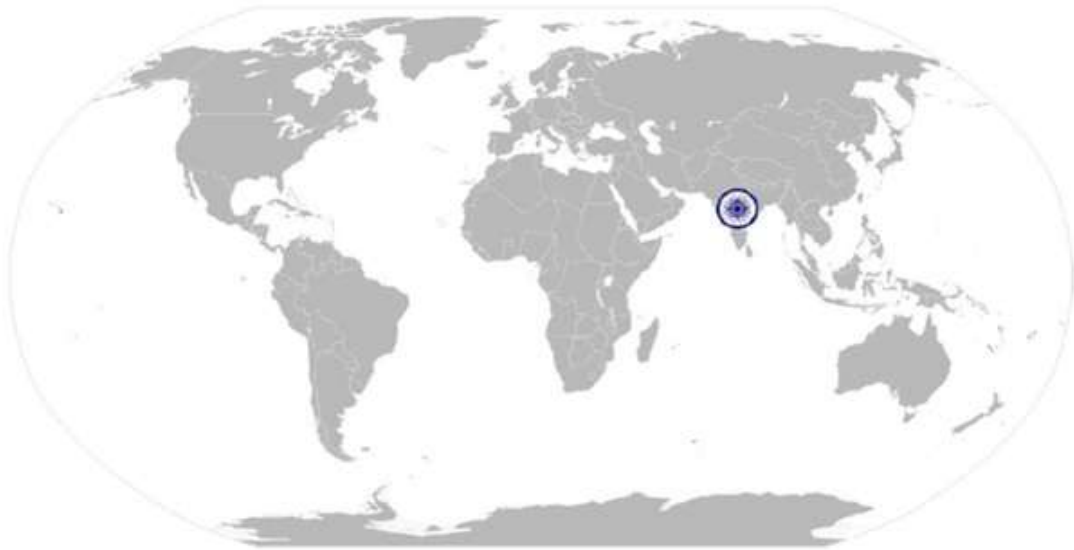


LSS/N8601

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.

## LSS/N8601

## Maintain health, safety and security at workplace

<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>	<p>This unit/task covers the following:</p> <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>



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## Maintain health, safety and security at workplace

company / organization and its processes)	<p>KA3. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to minimize these</p> <p>KA5. Environmental management system related procedures at the workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
<b>Skills (S)</b>	
<b>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. Document and report any health and safety related incidents/ accidents</p>
	<b>Reading Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend manuals of operations</p> <p>SA3. Read all organizational and equipment related health and safety manuals and documents</p> <p>SA4. Read instructions, guidelines/procedures/rules related to the worksite and machine operations</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. Give clear instructions to co-workers, subordinates and other personnel</p> <p>SA6. Use correct technical terms while interacting with supervisor</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. Make an appropriate timely decision in responding to emergencies/accidents in line with organization</p> <p>SB2. Evaluate and use correct PPE and other safety gear while at the workplace</p>
	<b>Plan and Organize</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Work with supervisors/ team mates to carry out work related tasks</p>



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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



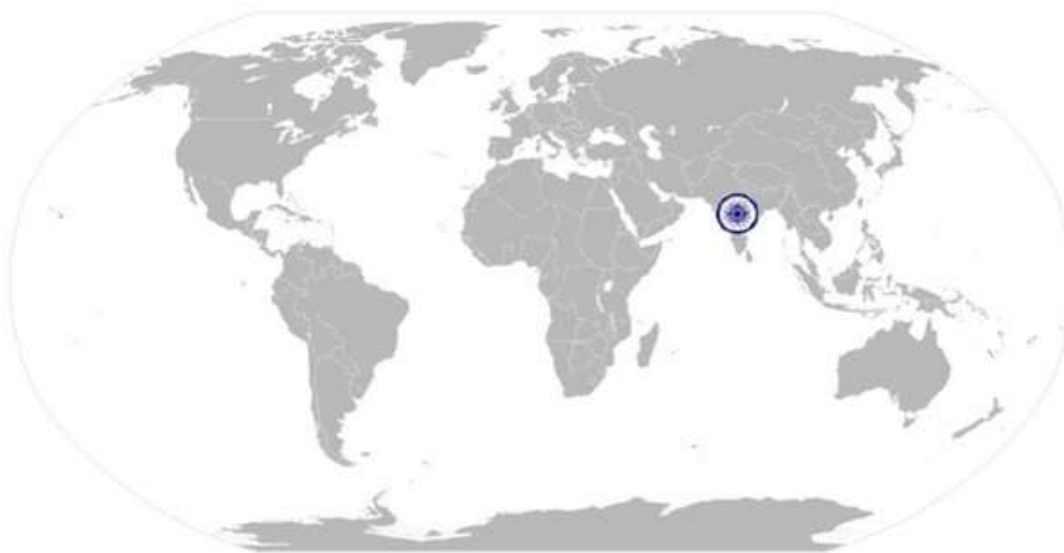
**LSS/N8601**

**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	Footwear	Last reviewed on	31/03/15
Occupation	Skiving	Next review date	18/06/2015

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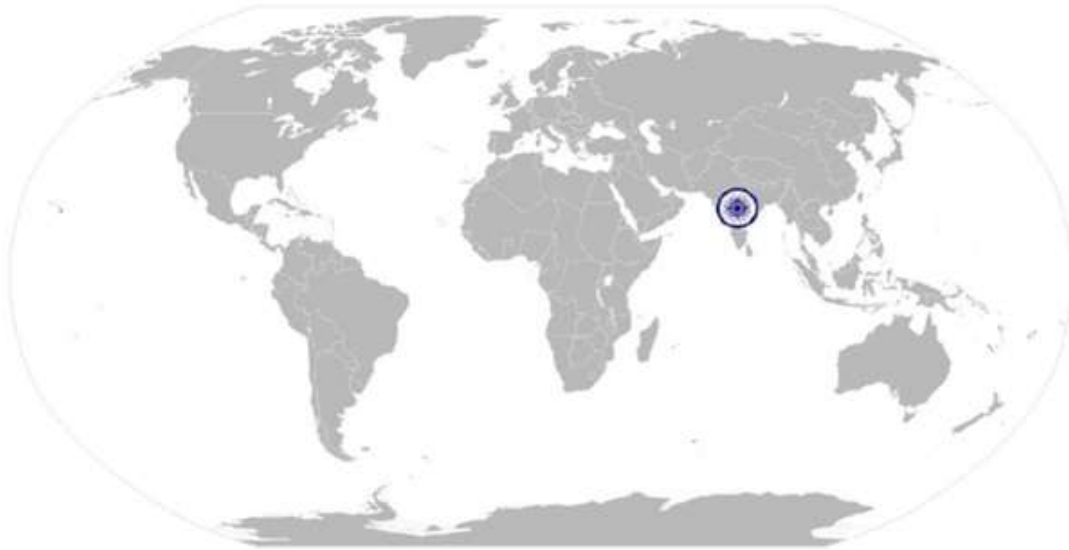


LSS/N8701

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.

## LSS/N8701

## Comply with industry, regulatory and organizational requirements

<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>	<p>This unit/task covers the following:</p> <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>
	<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>
	<b>Reading Skills</b>
	<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>

LSS/N8701

## Comply with industry, regulatory and organizational requirements

	SA3. Read and comprehend basic English to read and interpret indicators in 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

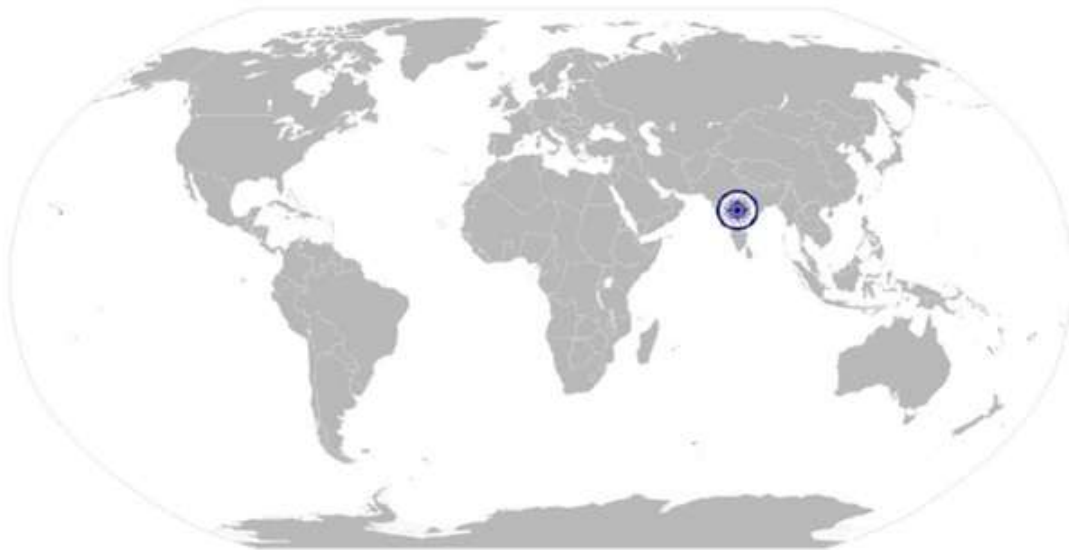
**LSS/N8701**

**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
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## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role** Skiving Operator(Footwear)

**Qualification Pack Code** LSS/Q2401

**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	PC	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
1. LSS/N2401 Carry out skiving footwear operations using machine	PC1. Make sure the work area is free from hazards	100	5	0	5
	PC2. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of your job role		5	0	5
	PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear		3	0	3
	PC4. Select and sort the tools and materials for the work		2	0	2
	PC5. Set up the equipment and machineries for lasting as per the job requirement		5	0	5
	PC6. Make sure that tools are safe and clean to use on the material		3	0	3
	PC7. Agree and review your agreed upon work targets with your supervisor		2	0	2
	PC8. Seek feedback from supervisor on work related performance		2	0	2



	PC9. Minimize wastage		8	5	3
	PC10. Produce the required batch of components to match the job card and the company's production targets		5	0	5
	PC11. Dispose of waste materials safely and return re-useable materials		2	0	2
	PC12. Work in conformance to legal requirements, organizational policies and procedures		0	0	0
	PC13. Ask questions to obtain more information on tasks when the instructions you have are unclear		10	10	0
	PC14. Carry out visual inspection to ensure the products are free from handling defects		3	0	3
	PC15. Ensure if the grinder is clean. If not, clean the grinder with grinder cleaner		7	5	2
	PC16. Ensure if the skiving disk blade is sharp. If not, sharpen the disk blade using the grinder		2	0	2
	PC17. Adjust the width and thickness as per the specifications to perform skiving of the material		3	0	3
	PC18. Carryout skiving operation as per the specification		7	5	2
	PC19. Carry out visual inspection to ensure the accuracy of the skiving		5	0	5
	PC20. Report risks/ problems likely to affect services to the relevant person promptly and accurately		6	3	3
	PC21. Complete forms, records and other documentation		2	0	2
	PC22. Follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately		3	0	3
	PC23. Complete forms, records and other documentation		2	0	2
	PC24. Sort and place work to the next stage of production and minimise the risk of damage		4	1	3
	PC25. Pass the skived uppers to the next stage in the manufacturing process after validation		4	1	3
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
2. LSS/N2402- Contribute to achieving product quality	PC1. Set up and test skiving machines to ensure correct operation	<b>50</b>	1	0	1

in footwear skiving operation					
	PC2. Operate the machine in accordance with machine and workplace standards		6	5	1
	PC3. Ensure the skiving is done accurately according to the specifications		11	10	1
	PC4. Ensure the optimum condition of the disk knife		0.5	0	0.5
	PC5. Ensure skiving is uniform even along the curvy edges		0.5	0	0.5
	PC6. Check the performance of the machine for signs of faulty operations and take action in accordance with workplace procedures		10.5	10	0.5
	PC7. Ensure materials and component parts meet specifications		1	0	1
	PC8. Report and replace faulty materials and component parts which do not meet specification		1	0	1
	PC9. Report faults outside personal responsibility to the appropriate person		1	0	1
	PC10. Identify faults in materials and products		1	0	1
	PC11. Identify causes of faults to maintain product quality		1	0	1
	PC12. Follow reporting procedures where the cause of faults cannot be identified		0.5	0	0.5
	PC13. Maintain the required productivity and quality levels		2	0	2
	PC14. Carry out quality checks at agreed intervals and in the approved way		11	10	1
	PC15. Identify process problems that effect product quality and report them promptly to appropriate people		1	0	1
	PC16. Identify faults in finished products and trace their causes		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	<b>50</b>	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	<b>25</b>	0.5	0	0.5
	PC2. Use and maintain personal protective equipment as per protocol		0.5	0	0.5
	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		0.5	0	0.5

	PC5. Follow environment management system related procedures		5.5	5	0.5
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		0.5	0	0.5
	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		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		1	0	1
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		6	5	1
	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		1	0	1
	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>	8	5	3
	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		3	0	3
	PC4. Provide support to the supervisor and team members in enforcing these considerations		8	5	3

	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>