

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 - Stitcher (Goods and Garments)

SECTOR:	LEATHER
SUB SECTOR:	Goods and Garments
OCCUPATION:	Stitching
REFERENCE ID:	LSS /Q5501
ALIGNED TO:	NCO-2004/8263.10

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

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

Qualifications Pack Code	LSS /Q5501		
Job Role	Stitcher (Goods and Garments)		
Credits(NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Sub-sector	Goods and Garments	Last reviewed on	31/03/15
Occupation	Stitching	Next review date	31/03/17
NSQC Clearance on	18/06/2015		

Job Role	Stitcher (Goods and Garments)
Role Description	To sew fabric, fur, leather or synthetic materials to produce garments and other articles in Leather Goods and Garments sector
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 in goods/garment manufacturing for a minimum of 2-3 years preferred
Applicable National Occupational Standards (NOS)	<p>Compulsory</p> <ol style="list-style-type: none"> 1. LSS/N5501 Stitch components to produce leather goods& garments 2. LSS/N5502 Contribute to achieving the product quality in stitching 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 organisational 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.

Qualification Pack For Stitcher

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 to stitch components for leather goods using machines or by hand.

National Occupational Standards

LSS/N5501

Stitch components to produce leather goods& garments

National Occupational Standard

Unit Code	LSS/N5501
Unit Title (Task)	Stitch components to produce leather goods& garments
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to stitch components for leather goods using machines or by hand.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Prepare for stitching operations • Stitching Operations
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Prepare for stitching operations	<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. Follow the instructions on the work ticket/ job card 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. Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any</p> <p>PC5. Use the correct tools and equipment</p> <p>PC6. Check that equipment is safe and set up in readiness for use</p> <p>PC7. Select the correct component parts for the style being worked on</p> <p>PC8. Check that the materials to be used are free from faults</p> <p>PC9. Ensure the materials used meet the specification matching</p> <ul style="list-style-type: none"> • Within product • Between a pair of products where applicable <p>PC10. Report faults in the materials</p> <p>PC11. Carry out operations at a rate which maintains work flow and meets production targets</p> <p>PC12. Conform to company quality standards</p> <p>PC13. Report any damaged work to the responsible person</p> <p>PC14. Follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC15. Seek feedback from team mates on work related performance</p> <p>PC16. Ask for help and information from your colleagues, when necessary, in a polite manner</p> <p>PC17. Anticipate and respond to requests for assistance from colleagues willingly and politely</p> <p>PC18. Follow and utilize opportunities for learning</p> <p>PC19. Update and develop knowledge of the products</p> <p>PC20. Check with others when unsure of new product details</p> <p>PC21. Sort and place work to assist the next stage of production and minimise the risk of damage</p> <p>PC22. Leave work area safe and secure when work is complete</p>

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Stitch components to produce leather goods& garments

	<p>PC23. Complete forms, records and other documentation</p> <p>PC24. Work in conformance to legal requirements, organizational policies and procedures</p>
Stitching Operations	<p>PC25. Make sure the work area is free from hazards</p> <p>PC26. Carry out work functions in line with the responsibilities of your job role</p> <p>PC27. Examine the specific item to identify what type of stitching is best suited</p> <p>PC28. Ask questions to obtain more information on tasks when the instructions you have are unclear and finalize the stitching option with the supervisor, in case of queries</p> <p>PC29. Estimate the expected length of time for the process</p> <p>PC30. Set up machine according to manufacturers' instructions and production requirements</p> <p>PC31. Use the correct machine, tools and equipment:</p> <ul style="list-style-type: none"> • Post Bed Sewing M/c • Computerized Sewing M/c • Zig Zag M/c • Embroidery M/c • Thread cutter for Non- Leather components <p>PC32. Set machine controls for the materials being stitched</p> <p>PC33. Perform a test run to ensure machine is operating correctly</p> <p>PC34. Adjust machine controls where necessary</p> <p>PC35. Report defective machines, tools and/or equipment to the responsible person</p> <p>PC36. Operate machines safely and in accordance with guidelines</p> <p>PC37. Optimize the positioning and layout of materials to ensure a smooth and rapid throughput</p> <p>PC38. Check the equipment prior to making the stitching, including:</p> <ul style="list-style-type: none"> • Correct controls • Correct attachments • Changing needles • Changing threads • Changing awls • Correct Timing • Threading - threading sequence, thread tension, stitch quality • Bobbin- winding & changing <p>PC39. Adjust the tension and stitch length</p> <p>PC40. Stitch the correct materials in the right sequence as required by the production specification</p> <p>PC41. Pass the stitched item to the next stage in the manufacturing process after validation</p> <p>PC42. Respond accordingly where stitched items do not meet production specification</p> <p>PC43. Minimise and dispose of waste materials in the approved manner</p> <p>PC44. Seek feedback from team mates on work related performance</p> <p>PC45. Ask for help and information from your colleagues, when necessary, in a</p>

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	<p>polite manner</p> <p>PC46. Anticipate and respond to requests for assistance from colleagues willingly and politely</p> <p>PC47. Follow and utilize opportunities for learning</p> <p>PC48. Update and develop knowledge of the products</p> <p>PC49. Check with others when unsure of new product details</p> <p>PC50. Clean and make safe machines after use</p> <p>PC51. Carry out basic maintenance of own machines</p> <p>PC52. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC53. Complete forms, records and other documentation</p> <p>PC54. Work in conformance to legal requirements, organizational policies and procedures</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 organisation's policies and procedures</p> <p>KA2. Responsibilities under health, safety and environmental legislation</p> <p>KA3. Guidelines for storage and disposal of waste materials</p> <p>KA4. Potential hazards associated with the machines and the safety precautions that must be taken</p> <p>KA5. Protocol to obtain more information on work related tasks</p> <p>KA6. Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment</p> <p>KA7. Details of the various job roles and responsibilities</p> <p>KA8. Documentation and reporting formats</p> <p>KA9. Work target and review mechanism with your supervisor</p> <p>KA10. Protocol and format for reporting work related risks/ problems</p> <p>KA11. Method of obtaining/ giving feedback related to performance</p> <p>KA12. Importance of team work and harmonious working relationships</p> <p>KA13. Process for offering/ obtaining work related assistance</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of leather goods and garments and types of leather goods requiring stitching by hand or machine stitching</p> <p>KB2. Range of techniques most suited to the different types of leather goods construction</p> <p>KB3. Sources of updates on leather goods and garments and other related areas</p> <p>KB4. Common factors affect stitching</p> <p>KB5. Broken needle procedure</p> <p>KB6. Thread thickness, shade and needle sizes</p> <p>KB7. Different seams and used in leather goods /garments- Edge binding, reverse stitch, French seam top stitch</p> <p>KB8. Variations in stitch types - darts , tucks, pleats, piping, gathering, etc.</p> <p>KB9. Setting up and adjusting machine controls</p>

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	<p>KB10. The typical faults of stitching machines and methods to rectify them</p> <p>KB11. The actions to take in the event of a machine ceasing to function correctly</p> <p>KB12. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KB13. The main pieces of equipment needed to stitch the item and their capabilities</p> <p>KB14. The characteristics of the materials and how they differ</p> <p>KB15. The problems encountered when stitching different constructions</p> <p>KB16. Usage, application and storage of adhesives</p> <p>KB17. Maintenance, adjustment and replacement of worn parts on the machines required for different types of attachment</p> <p>KB18. The manufacturer's instructions for setting up, adjusting and operating the equipment</p> <p>KB19. The manufacturer's specifications and instructions for maintenance of equipment</p> <p>KB20. Proper sequence of shutting down the machine</p> <p>KB21. Interpretation of body language (both positive and negative)</p> <p>KB22. Method of sharing domain related information with team members</p> <p>KB23. Safety precautions to be taken when stitching</p>
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 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 for placing the different components in an organized manner on a daily basis

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Stitch components to produce leather goods& garments

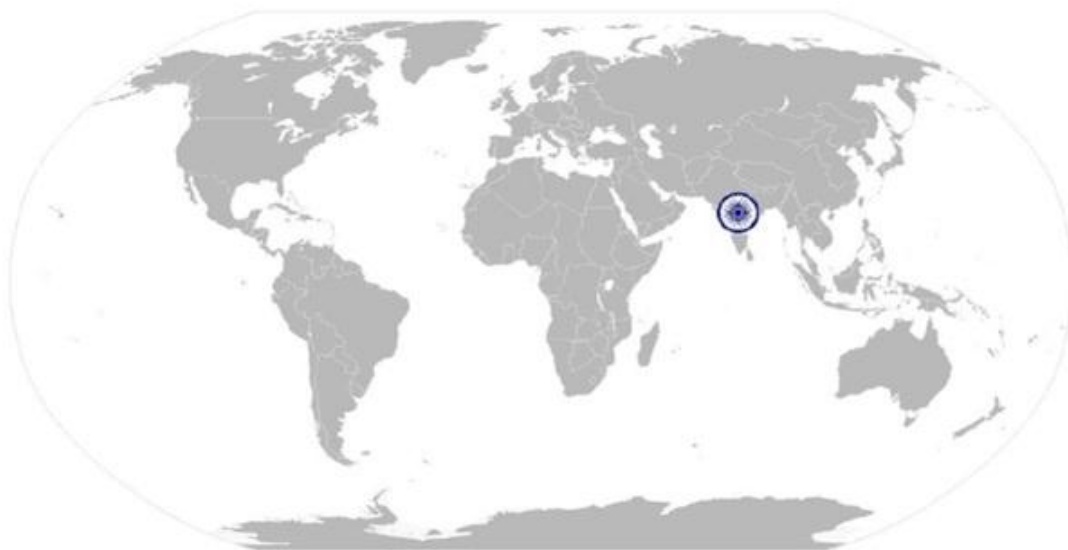
	SB6. Set targets to produce requisite batch of stitched components
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB7. Ensure all customer needs are assessed and every effort is made to provide satisfactory service
	SB8. Evaluate and stitch components as per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

National Occupational Standards

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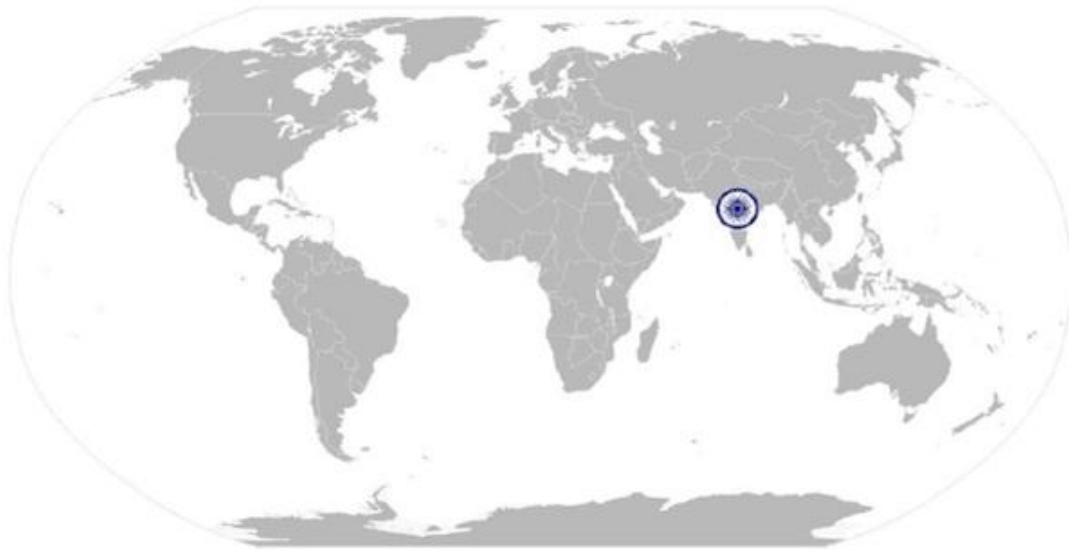
NOS Version Control

NOS Code	LSS/N5501		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Goods and Garments	Last reviewed on	31/03/15
Occupation	Stitching	Next review date	18/06/2015

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LSS/N5502 Contribute to achieving the product quality in stitching 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 stitching related activities to ensure products meet specifications.

LSS/N5502 Contribute to achieving the product quality in stitching operations

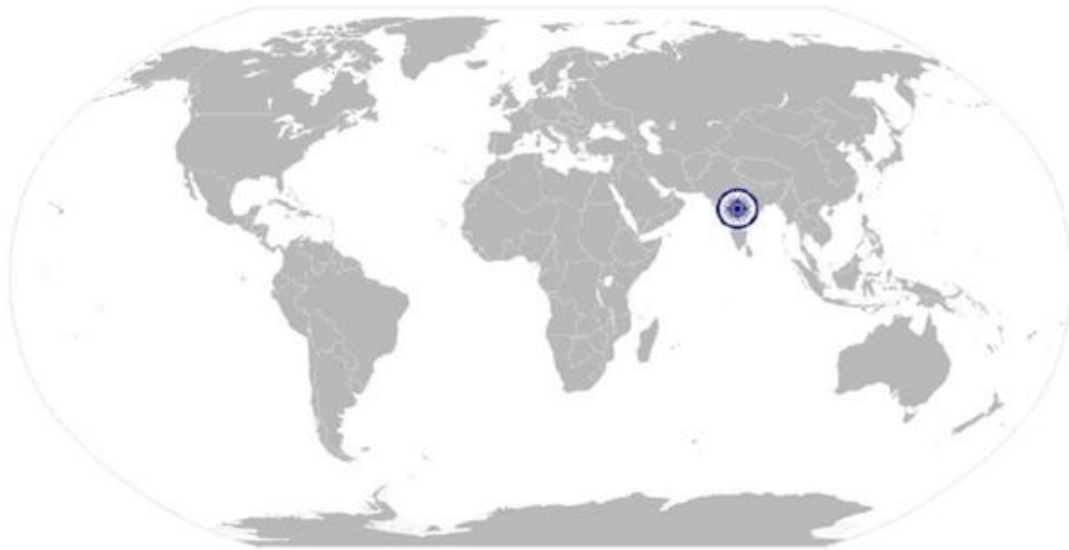
Unit Code	LSS/N5502
Unit Title (Task)	Contribute to achieving the product quality in stitching operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking stitching related activities to ensure products meet specifications.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Contribute to achieving the product quality in stitching operations
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Contribute to achieving the product quality in stitching operations	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Identify and use materials required based on the job card/ work ticket</p> <p>PC2. Take the necessary action when materials do not conform to company quality standards</p> <p>PC3. Report and replace identified faulty materials and component parts which do not meet specification</p> <p>PC4. Carry out work safely and at a rate which maintains work flow</p> <p>PC5. Report to the responsible person when the work flow of other production areas disrupts work</p> <p>PC6. Test, sort, track feed and examine work in progress</p> <p>PC7. Carry out quality checks at specified intervals according to instructions</p> <p>PC8. Apply the allowed tolerances</p> <p>PC9. Identify faults and take appropriate action for rectification</p> <p>PC10. Make adjustments promptly to return product to specification</p> <p>PC11. Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts</p> <p>PC12. Report faults in other processes to the appropriate person</p> <p>PC13. Maintain the required productivity and quality levels</p> <p>PC14. Complete and maintain documentation</p>
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. Safe working practices and organisational procedures</p> <p>KA2. The organisation's procedures and guidelines</p> <p>KA3. Quality systems and processes practiced in the organization</p> <p>KA4. Equipment operating procedures / manufacturer's instructions</p> <p>KA5. Types of problems with quality and how to report them to appropriate people</p> <p>KA6. Methods to present any ideas for improvement to line manager</p> <p>KA7. The importance of complying with written instructions</p> <p>KA8. Limits of personal responsibility</p> <p>KA9. Reporting procedure in case of faults in own/ other processes</p> <p>KA10. Importance of documentation</p> <p>KA11. Responsibilities under Health, Safety and Environmental legislation and regulations</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different types of faults that are likely to be found and how to put them right</p>

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	<p>KB2. Different techniques and methods used to detect faults</p> <p>KB3. Appropriate Inspection methods that can be used</p> <p>KB4. Acceptable solutions for particular faults</p> <p>KB5. The consequences of not rectifying problems</p> <p>KB6. The types of adjustments suitable for specific types of faults</p> <p>KB7. Own responsibilities at work during production</p> <p>KB8. Own quality and production targets and the effect of not meeting these on self and/or the team</p> <p>KB9. Appropriate lock stitches to prevent opening</p> <p>KB10. Manufacturer's instructions</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 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>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. Read English/ local language as applicable</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.</p>
	Oral Communication (Listening and Speaking Skills)
	<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. Professional Skills	Decision Making
	<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>
	Plan and Organize
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Plan and set the targets along with the supervisors and the co workers</p> <p>SB4. Organize tools and equipments to be used</p> <p>SB5. Plan for placing the different components in an organized manner on a daily basis</p> <p>SB6. Set targets to produce requisite batch of stitched components</p>
	Customer Centricity
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB7. Ensure all customer needs are assessed and every effort is made to provide satisfactory service</p> <p>SB8. Evaluate and stitch components as per client specifications</p>
	Problem Solving
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB9. Clarify instructions given by the supervisors</p> <p>SB10. Identify possible defects with the products</p> <p>SB11. Review the defects and take appropriate actions to rectify them</p>

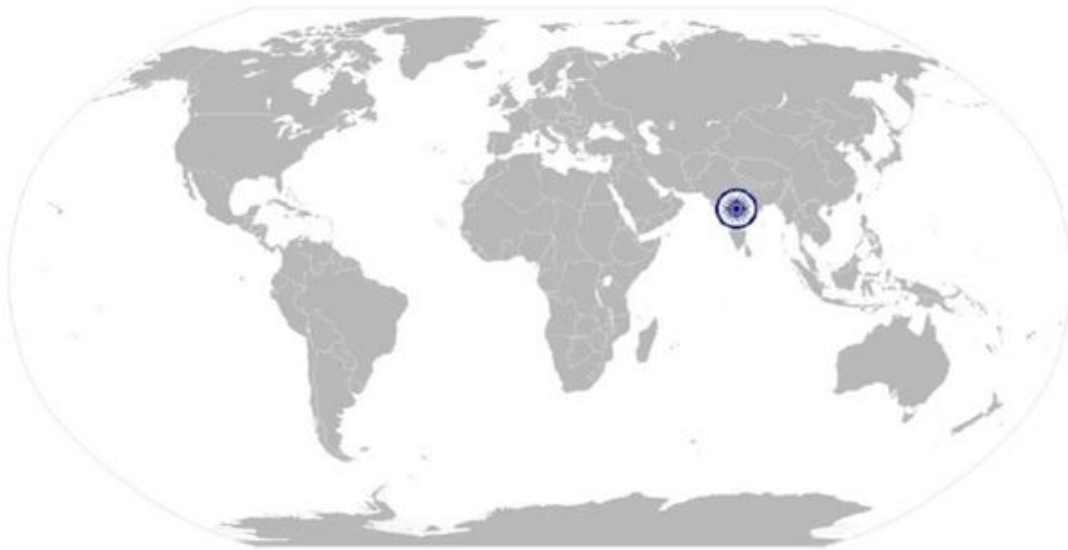
LSS/N5502 Contribute to achieving the product quality in stitching operations

	SB12. Report to the authority if problems cannot be rectified
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to:
	SB13. 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:
	SB14. Assess and control the quality standards of the product as per customer standards
	SB15. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently



LSS/N5502 Contribute to achieving the product quality in stitching operations**NOS Version Control**

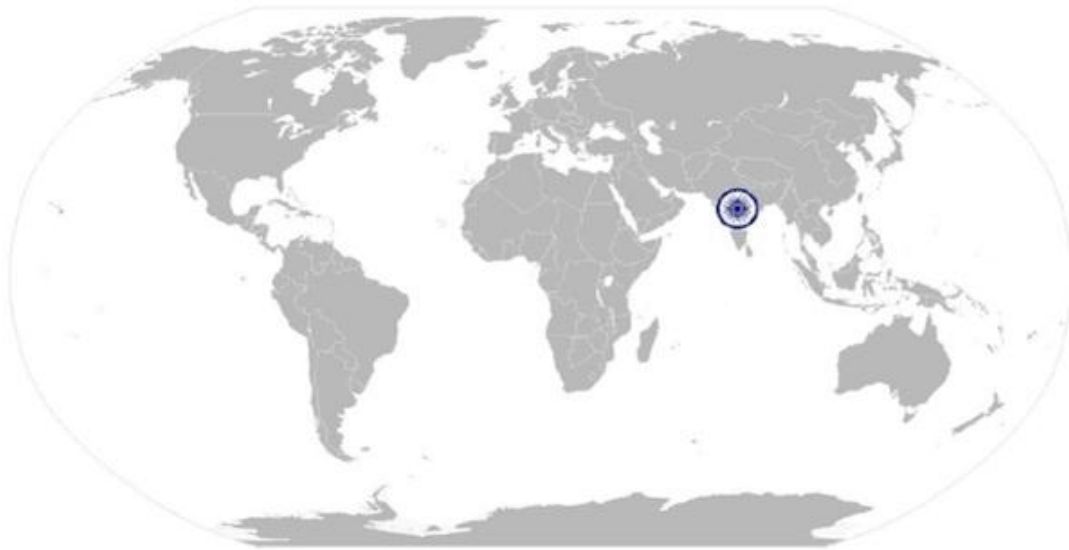
NOS Code	LSS/N5502		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Goods and Garments	Last reviewed on	31/03/15
Occupation	Stitching	Next review date	18/06/2015

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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.

National Occupational Standards

LSS/N8501

Maintain the work area, tools and machines

National Occupational Standard	Unit Code	LSS/N8501
	Unit Title (Task)	Maintain the work area, tools and machines
	Description	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	This unit/task covers the following: <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)	
	C. 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 the whole process</p>

LSS/N8501

Maintain the work area, tools and machines

	<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>
D. 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> <p>SA5. Give clear instructions to co-workers, subordinates others</p>

LSS/N8501

Maintain the work area, tools and machines

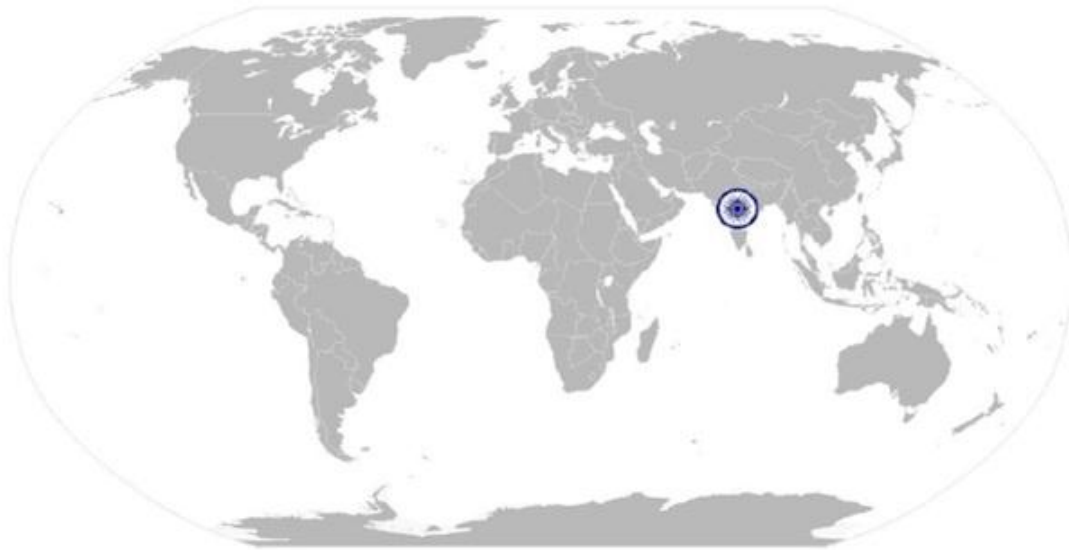
	SA6. Use correct technical term while interacting with supervisor
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions regarding to responsibilities
	SB2. Assess for any damage/faulty component in the concerned machinery 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

LSS/N8501

Maintain the work area, tools and machines

NOS Version Control

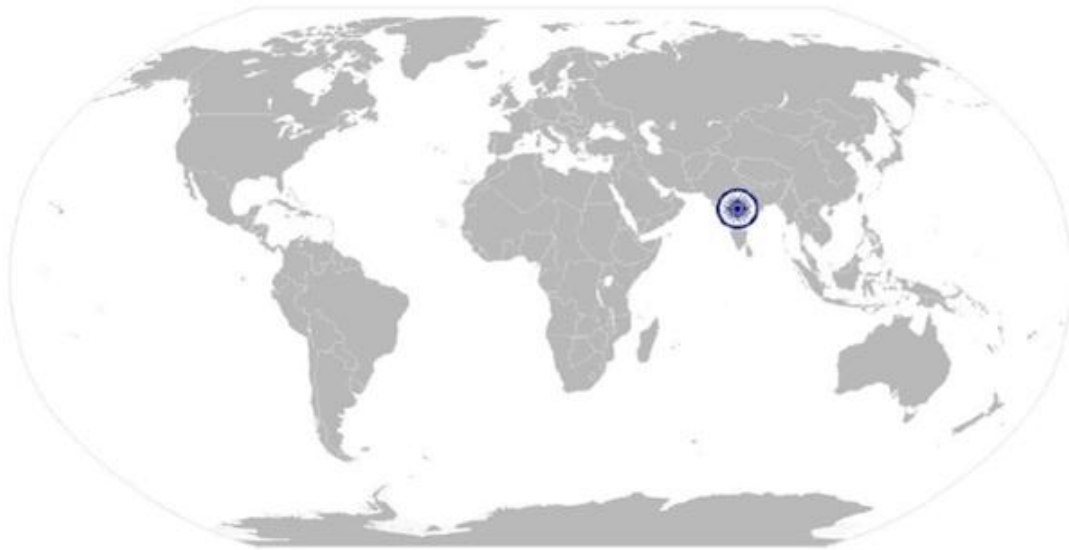
NOS Code	LSS/N8501		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Goods and Garments	Last reviewed on	31/03/15
Occupation	Stitching	Next review date	18/06/2015

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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.

National Occupational Standards

LSS/N8601

Maintain health, safety and security at workplace

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 to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
Scope	<p>This unit/task covers the following:</p> <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>

LSS/N8601

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. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and</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>
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:
B. Professional Skills	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:
B. Professional Skills	SA5. Give clear instructions to co-workers, subordinates and other personnel
	SA6. Use correct technical terms while interacting with supervisor
	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 organization
B. Professional Skills	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

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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
	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

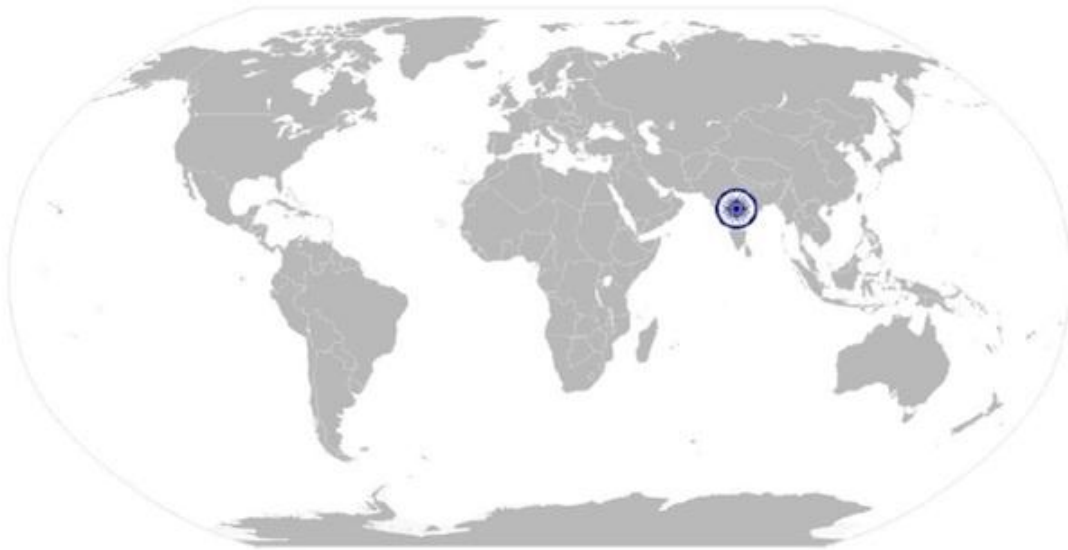


LSS/N8601

Maintain health, safety and security at workplace

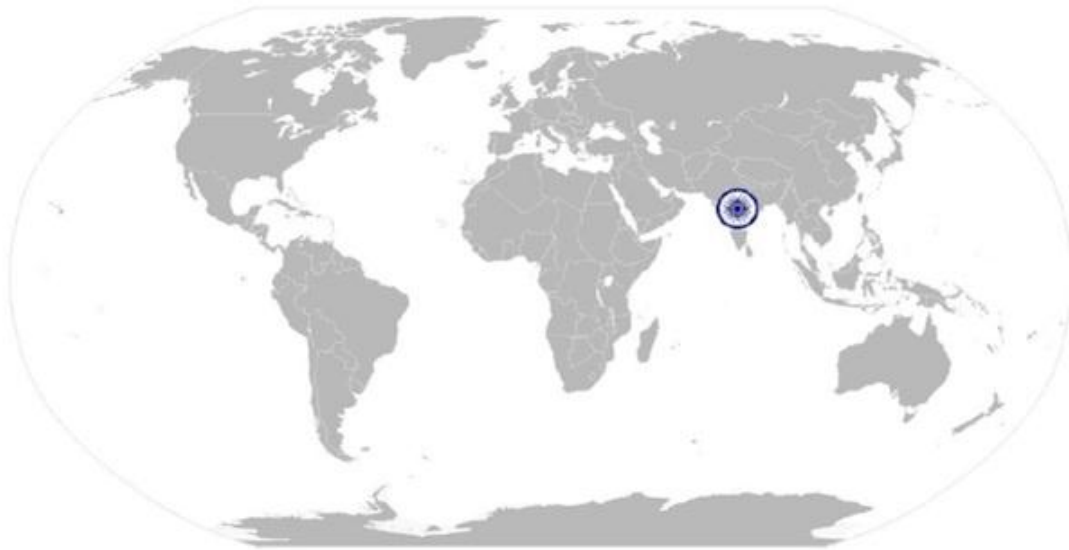
NOS Version Control

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

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LSS/N8701 Comply with industry, regulatory and organisational 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 organisational requirements

National Occupational Standard	Unit Code	LSS/N8701
	Unit Title (Task)	Comply with industry, regulatory and organisational 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	This unit/task covers the following: <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	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel PC3. Apply and follow these policies and procedures within the work practices PC4. Provide support to the supervisor and team members in enforcing these considerations PC5. Identify and report any possible deviation to these requirements
	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: <ul style="list-style-type: none"> KA1. The importance of having an ethical and value-based approach to governance KA2. Benefits to the company and oneself due to practice of these procedures KA3. Specific to the industry/sector, know and understand: <ul style="list-style-type: none"> Legal, regulatory and ethical requirements Procedures to follow if someone does not meet the requirements KA4. Customer specific requirements mandated as a part of the work process
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Country / customer specific regulations for the sector and their importance KB2. Reporting procedure in case of deviations KB3. Limits of personal responsibility
	Skills (S)	
	A. Core Skills / Generic Skills	Writing Skills
		The user/ individual on the job needs to know and understand how to:
		SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company
		Reading Skills
		The user/ individual on the job needs to know and understand how to:
		SA2. Read and comprehend the organizational documents pertaining to rules and procedures
		SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc

National Occupational Standards

LSS/N8701 Comply with industry, regulatory and organisational requirements

	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)
B. Professional Skills	The user/ individual on the job needs to know and understand how to:
	SA6. Positively influence the team members into following procedures
	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 organisational 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	Goods and Garments	Last reviewed on	31/03/15
Occupation	Stitching	Next review date	18/06/2015

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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Stitcher (Leather Goods & Garments)

Qualification Pack Code LSS /Q5501

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/N5501 (Stitch components to produce leather goods& garments)	PC1. Make sure the work area is free from hazards	100	2	0	2
	PC2. Follow the instructions on the work ticket/ job card in line with the responsibilities of your job role		1	0	1
	PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear		2	0	2
	PC4. Agree and review your agreed upon work targets with your supervisor		1	0	1
	PC5. and check for special instructions, if any		1	0	1
	PC6. Use the correct tools and equipment		6	5	1
	PC7. Check that equipment is safe and set up in readiness for use		1	0	1
	PC8. Select the correct component parts for the style being worked on		1	0	1
	PC9. Check that the materials to be used are free from faults		1	0	1

	PC10. Ensure the materials used meet the specification matching <ul style="list-style-type: none"> • Within a product • Between a pair of products where applicable 		7	5	2
	PC11. Report faults in the materials		1	0	1
	PC12. Carry out operations at a rate which maintains work flow and meets production targets		1	0	1
	PC13. Conform to company quality standards		1	0	1
	PC14. Report any damaged work to the responsible person		1	0	1
	PC15. 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		1	0	1
	PC16. Seek feedback from team mates on work related performance		1	0	1
	PC17. Ask for help and information from your colleagues, when necessary, in a polite manner		1	0	1
	PC18. Anticipate and respond to requests for assistance from colleagues willingly and politely		2	0	2
	PC19. Follow and utilize opportunities for learning		1	0	1
	PC20. Update and develop knowledge of the products		1	0	1
	PC21. Check with others when unsure of new product details		1	0	1
	PC22. Sort and place work to assist the next stage of production and minimise the risk of damage		1	0	1
	PC23. Leave work area safe and secure when work is complete		2	0	2
	PC24. Complete forms, records and other documentation		1	0	1
	PC25. Work in conformance to legal requirements, organizational policies and procedures		1	0	1
	PC26. Make sure the work area is free from hazards		6	5	1
	PC27. Carry out work functions in line with		1	0	1

	the responsibilities of your job role			
	PC28. Examine the specific item to identify what type of stitching is best suited	2	0	2
	PC29. Ask questions to obtain more information on tasks when the instructions you have are unclear and finalize the stitching option with the supervisor, in case of queries	2	0	2
	PC30. Estimate the expected length of time for the process	1	0	1
	PC31. Set up machine according to manufacturers' instructions and production requirements- <ul style="list-style-type: none"> • Post Bed Sewing M/c • Computerized Sewing M/c • Zig Zag M/c • Embroidery M/c • Thread cutter for Non-Leather components 	1	0	1
	PC32. Use the correct machine, tools and equipment	1	0	1
	PC33. Set Machine controls for the materials being stitched	1	0	1
	PC34. Perform a test run to ensure machine is operating correctly	1	0	1
	PC35. Adjust machine controls where necessary	1	0	1
	PC36. Report defective machines, tools and/or equipment to the responsible person	6	5	1
	PC37. Operate machines safely and in accordance with guidelines	2	0	2
	PC38. Optimize the positioning and layout of materials to ensure a smooth and rapid throughout	1	0	1
	PC39. Check the equipment prior to making the stitching, including: <ul style="list-style-type: none"> • Correct controls • Correct attachments • Changing needles • Changing threads • Changing awls • Correct Timing • Threading - threading sequence, thread tension, stitch quality • Bobbin- winding & changing 	13	10	3

	PC40. Adjust the tension and stitch length		1	0	1
	PC41. Stitch the correct materials in the right sequence as required by the production specification		2	0	2
	PC42. Pass the stitched item to the next stage in the manufacturing process after validation		2	0	2
	PC43. Respond accordingly where stitched items do not meet production specification		1	0	1
	PC44. Minimise and dispose of waste materials in the approved manner		1	0	1
	PC45. Seek feedback from team mates on work related performance		1	0	1
	PC46. Ask for help and information from your colleagues, when necessary, in a polite manner		1	0	1
	PC47. Anticipate and respond to requests for assistance from colleagues willingly and politely		2	0	2
	PC48. Follow and utilize opportunities for learning		1	0	1
	PC49. Update and develop knowledge of the products		1	0	1
	PC50. Check with others when unsure of new product details		1	0	1
	PC51. Clean and make safe machines after use		1	0	1
	PC52. Carry out basic maintenance of own machines		2	0	2
	PC53. Report risks/ problems likely to affect services to the relevant person promptly and accurately		1	0	1
	PC54. Complete forms, records and other documentation		2	0	2
	PC55. Work in conformance to legal requirements, organizational policies and procedures		1	0	1
		Total	100	30	70
2. LSS/N5502(Contribute to achieving the product quality in stitching operations)	PC1. Identify and use materials required based on the job card/ work ticket	50	1	0	1
	PC2. Take the necessary action when materials do not conform to company quality standards		6	5	1
	PC3. Report and replace identified faulty		11	10	1

	materials and component parts which do not meet specification				
	PC4. Carry out work safely and at a rate which maintains work flow		1	0	1
	PC5. Report to the responsible person when the work flow of other production areas disrupts work		2	0	2
	PC6. Test, sort, track feed and examine work in progress		11	10	1
	PC7. Carry out quality checks at specified intervals according to instructions		1	0	1
	PC8. Apply the allowed tolerances		1	0	1
	PC9. Identify faults and take appropriate action for rectification		1	0	1
	PC10. Make adjustments promptly to return product to specification		1	0	1
	PC11. Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts		1	0	1
	PC12. Report faults in other processes to the appropriate person		11	10	1
	PC13. Maintain the required productivity and quality levels		1	0	1
	PC14. Complete and maintain documentation		1	0	1
		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		1	0	1
	PC3. Use materials to minimize waste		2	0	2
	PC4. Prepare and organize work		3	0	3
	PC5. Maintain a clean and hazard free working area		1	0	1
	PC6. Deal with work interruptions		5	0	5
	PC7. Move around the workplace with care		1	0	1
	PC8. Maintain tools and equipment		8	5	3
	PC9. Carry out running maintenance within agreed schedules		1	0	1
	PC10. Carry out maintenance and/or cleaning outside responsibility		1	0	1
	PC11. Report unsafe equipment and other dangerous occurrences		1	0	1
	PC12. Ensure that the correct machine guards are in place		2	0	2

	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		2	0	2
	PC15. Dispose waste safely in the designated location		11	10	1
	PC16. Store cleaning equipment safely after use		1	0	1
	PC17. Complete and store documentation		2	0	2
	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		1	0	1
	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	1	0	1
	PC2. Use and maintain personal protective equipment as per protocol		1	0	1
	PC3. Carry out own activities in line with approved guidelines and procedures		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		6	5	1
	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 organisational requirements		1	0	1
	PC9. Safely handle and move waste and debris		1	0	1
	PC10. Minimize health and safety risks to		0.5	0	0.5

	self and others due to own actions				
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		1	0	1
	PC12. Monitor the workplace and work processes for potential risks and threats		1	0	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		0.5	0	0.5
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		6	5	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		0.5	0	0.5
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		1	0	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		0.5	0	0.5
	PC18. Follow organisation procedures for shutdown and evacuation when required		1	0	1
		Total	25	10	15
5. LSS/N8701- (Comply with industry, regulatory and organisational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	25	9	5	4
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		3	0	3
	PC3. Apply and follow these policies and procedures within your work practices		2	0	2
	PC4. Provide support to your supervisor and team members in enforcing these considerations		9	5	4
	PC5. Identify and report any possible deviation to these requirements		2	0	2
		Total	25	10	15