

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 - Cutter

SECTOR:	LEATHER
SUB SECTOR:	Footwear
OCCUPATION:	Cutting
REFERENCE ID:	LSS/Q2301
ALIGNED TO:	NCO–2004/8266.22

Brief Job Description: The individual, as a part of the job role, lays out, marks, and cuts leather or non-leather material into parts for articles using cutting dies. The critical component of the role is to position leather/non-leather for cutting to ensure good number and quality of cut pieces.

Personal Attributes: The individual should possess good hand-eye coordination and judgement in positioning and cutting. Also should have basic estimation and numerical skills along with ability to choose the correct leather/ non-leather parts for different components

Qualification Pack For Cutter (Footwear)

Job Details

Qualifications Pack Code	LSS/Q2301		
Job Role	Cutter		
Credits(NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Cutting	Next review date	31/03/17
NSQC Clearance	18/06/2015		

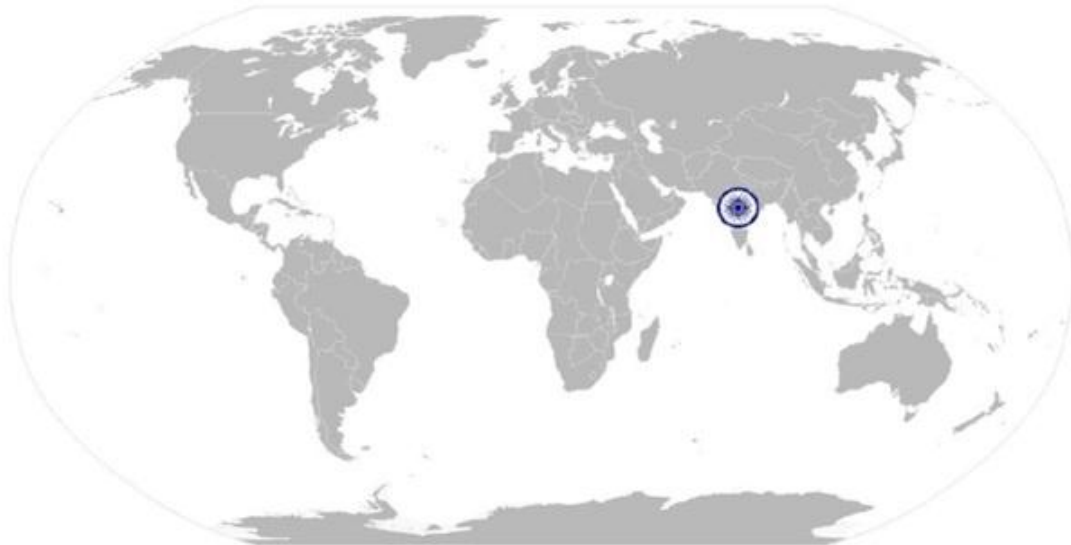
Job Role	Cutter
Role Description	The individual, as a part of the job role, lays out, marks, and cuts leather or non-leather material into parts for articles using cutting dies. The critical component of the role is to position leather/non-leather for cutting to ensure good number and quality of cut pieces.
NSQF level	4
Minimum Educational Qualifications*	Class V
Maximum Educational Qualifications*	NA
Training (Suggested but not mandatory)	TBD
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>Compulsory</p> <ol style="list-style-type: none"> LSS/N2301 Carry out cutting operations LSS/N2302 Contribute to achieving product quality in cutting processes LSS/N8501 Maintain the work area, tools and machines LSS/N8601 Maintain health, safety and security at workplace LSS/N8701 Comply with industry, regulatory and organizational requirements <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfil achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding; he/she needs to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to find the required one.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of required performance.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform up to the required standard.

Qualification Pack For Cutter (Footwear)

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 material cutting operations by either hand or by machine and using appropriate tools, equipment and processes.

National Occupational Standards

LSS/N2301

Carry out cutting operations

National Occupational Standard

Unit Code	LSS/N2301
Unit Title (Task)	Carry out cutting operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for footwear material cutting operations by either hand or by machine and using appropriate tools, equipment and processes.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Prepare for cutting operations • Carry out cutting operations
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Prepare for cutting 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 given on the work ticket or job card in line with the responsibilities of the job role</p> <p>PC3. Ask questions to obtain more information on tasks when the instructions are unclear</p> <p>PC4. Agree and review the agreed upon work targets with the 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 in terms of colour matching within a product/ between a pair of products, where applicable</p> <p>PC10. Report faults in the materials</p> <p>PC11. Carry out foundation footwear operations safely and at a rate which maintains work flow and meets production targets</p> <p>PC12. Process component parts to the quality standard required</p> <p>PC13. Correct work that does not conform to company quality standards</p> <p>PC14. Report any damaged work to the supervisor/ quality controller</p> <p>PC15. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC16. Follow company reporting procedures about defective tools and machines which affect work</p> <p>PC17. Follow and utilize opportunities for learning</p> <p>PC18. Update and develop knowledge of the products</p> <p>PC19. Check with others when unsure of new product details</p> <p>PC20. Sort and place work to assist with the next stage of production and minimise the risk of damage</p> <p>PC21. Seek feedback from team mates on work related performance</p> <p>PC22. Ask for help and information from the colleagues, when necessary, in a polite manner</p> <p>PC23. Anticipate and respond to requests for assistance from colleagues</p>

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Carry out cutting operations

	<p>willingly and politely</p> <p>PC24. Leave work area safe and secure when work is complete</p> <p>PC25. Complete forms, records and other documentation</p> <p>PC26. Work in conformance to legal requirements, organizational policies and procedures</p>
<p>Carry out cutting operations</p>	<p>PC27. Make sure the work area is free from hazards</p> <p>PC28. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of the job role</p> <p>PC29. Ask questions to obtain more information on tasks when the instructions are unclear</p> <p>PC30. Calculate the number of components needed for production</p> <p>PC31. Select the tools and materials for the work</p> <p>PC32. Set up the equipment</p> <p>PC33. Make sure that tools are safe and clean to use on the material</p> <p>PC34. Check the quality and characteristics of the material match the required standards before starting to cut</p> <p>PC35. Use tools and equipment for hand or machine cutting</p> <p>PC36. Make sure that when cutting the material</p> <ul style="list-style-type: none"> • Avoid damaging self and others • Avoid damage to the knife and other equipment <p>PC37. Avoid any imperfections in the material when cutting</p> <p>PC38. Calculate the components required</p> <p>PC39. Agree and review the agreed upon work targets with the supervisor</p> <p>PC40. Seek feedback from team mates on work related performance</p> <p>PC41. Ask for help and information from the colleagues, when necessary, in a polite manner</p> <p>PC42. Anticipate and respond to requests for assistance from colleagues willingly and politely</p> <p>PC43. Follow and utilize opportunities for learning</p> <p>PC44. Update and develop knowledge of the products</p> <p>PC45. Minimise wastage</p> <p>PC46. Meet company usage tolerances for efficient pattern interlocking</p> <p>PC47. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC48. Check with others when unsure of new product details</p> <p>PC49. Identify and respond to imperfections, defects and damage due to mishandling</p> <p>PC50. Produce the required batch of components to match the job card and the company's production targets</p> <p>PC51. Report defects in the tools and equipment that do not have the authority to repair</p> <p>PC52. Dispose of waste materials safely and return re-useable materials</p> <p>PC53. Carry out closedown procedures on completion of work</p> <p>PC54. Make sure that the cut material is</p> <ul style="list-style-type: none"> • Correctly sorted to assist the next stage of production

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Carry out cutting operations

	<ul style="list-style-type: none"> Carefully placed to minimise the risk of damage <p>PC55. Complete forms, records and other documentation</p> <p>PC56. 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. Details of the various job roles and responsibilities</p> <p>KA2. Responsibilities and line of reporting within the work area</p> <p>KA3. Protocol to obtain more information on work related tasks</p> <p>KA4. Organizational policies and procedures</p> <p>KA5. Work target and review mechanism with the supervisor</p> <p>KA6. Method of obtaining/ giving feedback related to performance</p> <p>KA7. Importance of team work and harmonious working relationships</p> <p>KA8. Process for offering/ obtaining work related assistance</p> <p>KA9. Protocol and format for reporting work related risks/ problems</p> <p>KA10. Contact person in case of queries on procedure or products</p> <p>KA11. Common hazards in the work area and procedures for dealing with them</p> <p>KA12. Procedures for handling the tools and equipment</p> <p>KA13. Procedures with regard to material re-usage and disposal</p> <p>KA14. Quality standards and the reporting procedures</p> <p>KA15. Documentation required as part of the process</p> <p>KA16. Cutting efficiencies with regard to the material being cut</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of footwear products and styles of footwear currently being produced</p> <p>KB2. Sources of updates on footwear and related areas</p> <p>KB3. Interpretation of body language (both positive and negative)</p> <p>KB4. Method of sharing domain related information with team members</p> <p>KB5. Method of interpreting product specifications</p> <p>KB6. The relation between the data on the work ticket/ job card and the production schedules</p> <p>KB7. Method of safely setting up and closing down cutting and other equipment in the work station</p> <p>KB8. Equipment needed for the cutting activity</p> <p>KB9. Methods of calculating the number of components required</p> <p>KB10. Methods of cutting to ensure maximum usage and minimum wastage</p> <p>KB11. Common quality imperfections associated with the materials</p> <p>KB12. Main characteristics of the materials, method of identification and the means of cutting operations and subsequent operations</p> <p>KB13. Implications of using defective tools and machines on the materials</p> <p>KB14. Equipment operating procedures</p> <p>KB15. Manufacturers' instructions</p>
Skills (S)	
A. Core Skills /	Writing Skills

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Generic 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 work according to the required schedule and location SB4. Produce as per the specified productivity targets SB5. Organise the required materials sequentially
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB6. Take measurements and make drawings as per customer specifications SB7. Evaluate and ensure cutting of the materials is as per customer standards
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB8. Review the defects and take appropriate actions
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. Analyze the drawings and cut the material accordingly SB10. Evaluate and assess the cut materials for any modifications and corrections
	Critical Thinking
The user/ individual on the job needs to know and understand how to: SB11. Assess and control the quality standards of the cut materials as per customer standards	

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Carry out cutting operations

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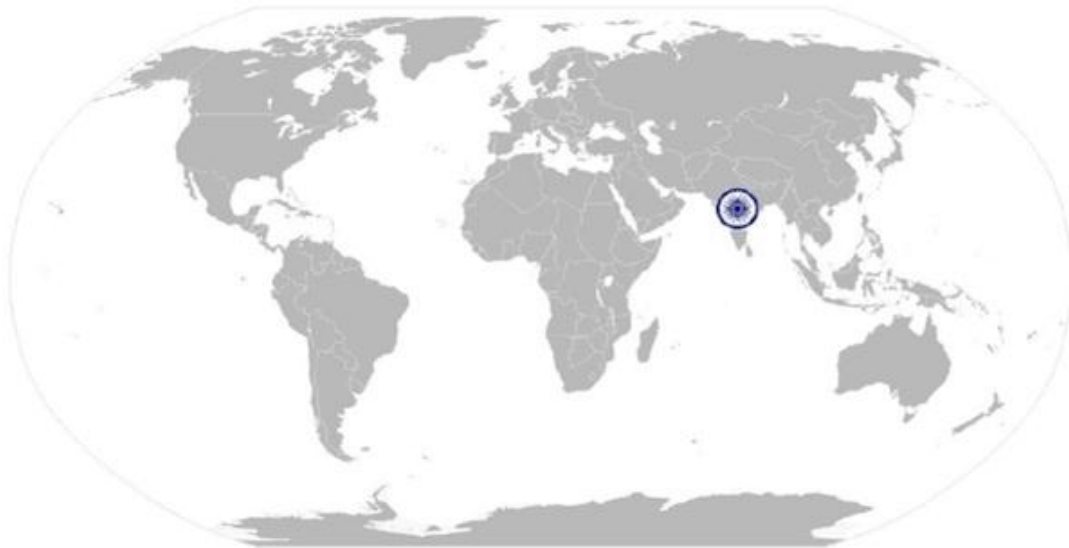
NOS Code	LSS/N2301		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Footwear	Last reviewed on	31/03/15
Occupation	Cutting	Next review date	18/06/2015

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LSS/N2302 Contribute to achieving product quality in cutting processes

National Occupational Standard



Overview

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

LSS/N2302 Contribute to achieving product quality in cutting processes

Unit Code	LSS/N2302
Unit Title (Task)	Contribute to achieving product quality in cutting processes
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking cutting 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
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Contribute to achieving the product quality	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Set up and test equipment to meet quality standard PC2. Ensure materials and component parts meet specifications PC3. Ensure the quality of the product meets specification during production PC4. Maintain the required productivity and quality levels PC5. Carry out quality checks at agreed intervals and in the approved way PC6. Apply the allowed tolerances PC7. Report and replace faulty materials and component parts which do not meet specification PC8. Identify process problems that effect product quality and report them promptly to appropriate people PC9. Maintain the continuity of production with minimum interruptions and downtime PC10. Identify faults and irregularities in equipment and machinery and take action within the limits of the responsibility PC11. Identify faults in finished products and trace their causes PC12. Follow reporting procedures where the cause of faults cannot be identified PC13. Maintain records and documentation
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. Types of problems with quality and how to report them to appropriate people KA2. Consequences of not rectifying problems KA3. Importance of keeping accurate quality records KA4. Methods to present any ideas for improvement to line manager KA5. Safe working practices and organisational procedures KA6. Limits of the own responsibility KA7. Ways of resolving with problems within the work area KA8. The importance of effective communication with colleagues KA9. The lines of communication, authority and reporting procedures KA10. The organisation's rules, codes and guidelines (including timekeeping) KA11. The companies quality standards KA12. The types of records kept, methods to complete the record and the importance of keeping them accurate

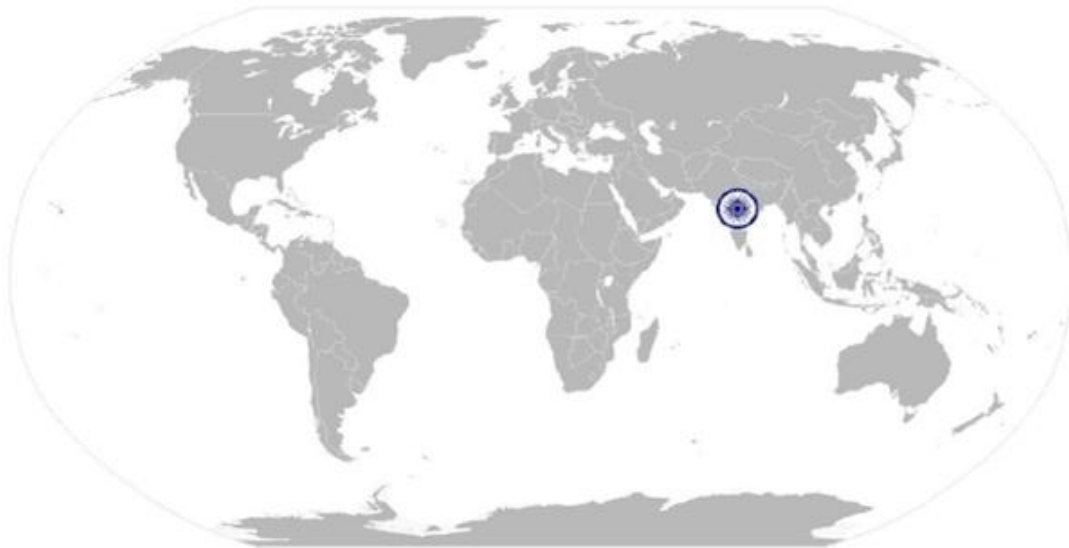
LSS/N2302 Contribute to achieving product quality in cutting processes

	<p>KA13. The importance of complying with written instructions</p> <p>KA14. Equipment operating procedures / manufacturer’s instructions</p> <p>KA15. Statutory 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. Methods to receive work instructions and specifications and interpret them accurately</p> <p>KB2. Methods to make use of the information detailed in specifications and instructions</p> <p>KB3. The types of faults in equipment and machinery and the action to be taken when they occur</p> <p>KB4. Process to identify materials which do not conform to requirements and how to report them to appropriate people</p> <p>KB5. Care and fabric content labels / symbols</p> <p>KB6. Awareness of material/fabric / yarn types</p> <p>KB7. The causes of lost production and material wastage</p> <p>KB8. Process to maintain the flow of production</p> <p>KB9. The importance of achieving quality and its relation to the end user / customer</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.	
B. Professional Skills	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
	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	
B. Professional Skills	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB3. Plan work according to the required schedule and location
	SB4. Produce as per the specified productivity targets
	SB5. Organise the required materials sequentially
	Customer Centricity
The user/ individual on the job needs to know and understand how to:	
SB6. Take measurements and make drawings as per customer specifications	

National Occupational Standards

LSS/N2302 Contribute to achieving product quality in cutting processes

	SB7. Evaluate and ensure cutting of the materials is as per customer standards
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB8. Review the defects and take appropriate actions
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. Analyze the drawings and cut material accordingly SB10. Evaluate and assess the cut materials for any modifications and corrections
	Critical Thinking
The user/ individual on the job needs to know and understand how to: SB11. Assess and control the quality standards of the cut materials as per customer standards	

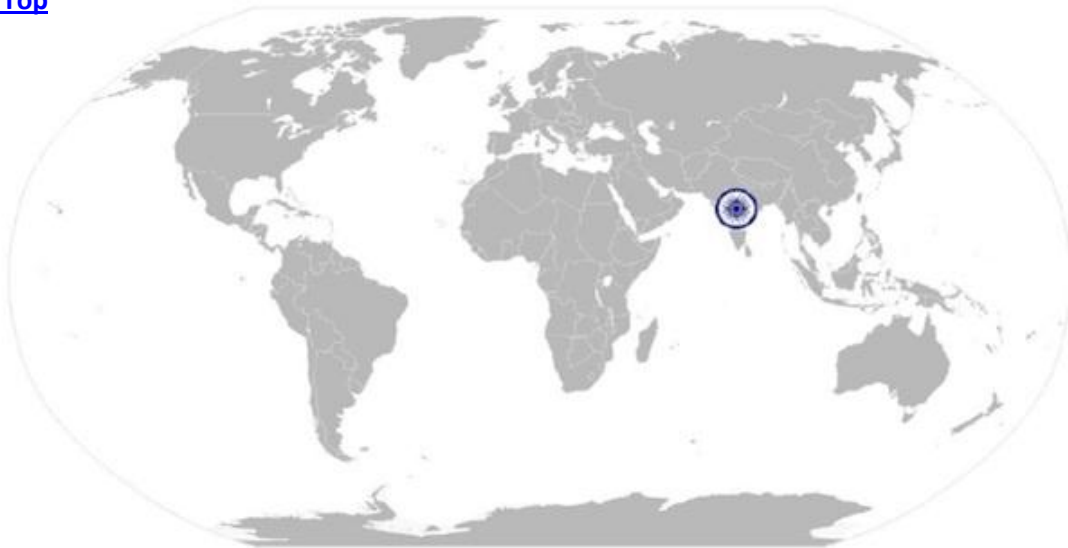


LSS/N2302 Contribute to achieving product quality in cutting processes

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NOS Code	LSS/N2302		
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	Cutting	Next review date	18/06/2015

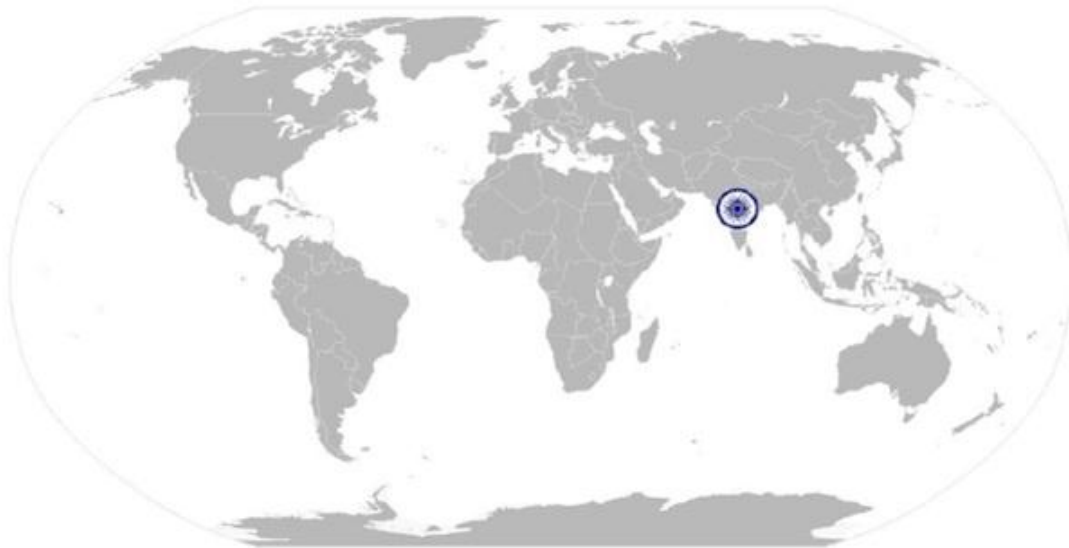
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LSS/N8501

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.

LSS/N8501 Maintain the work area, tools and machines

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> <p>KA6. The lines of communication, authority and reporting procedures</p>

LSS/N8501

Maintain the work area, tools and machines

	<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>
<p>D. Technical Knowledge</p>	<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>
<p>Skills (S)</p>	
<p>C. Core Skills / Generic Skills</p>	<p>Writing Skills</p> <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> <p>Reading Skills</p> <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> <p>Oral Communication (Listening and Speaking Skills)</p> <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> <p>SA6. Use correct technical term while interacting with supervisor</p>

LSS/N8501

Maintain the work area, tools and machines

D. 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	

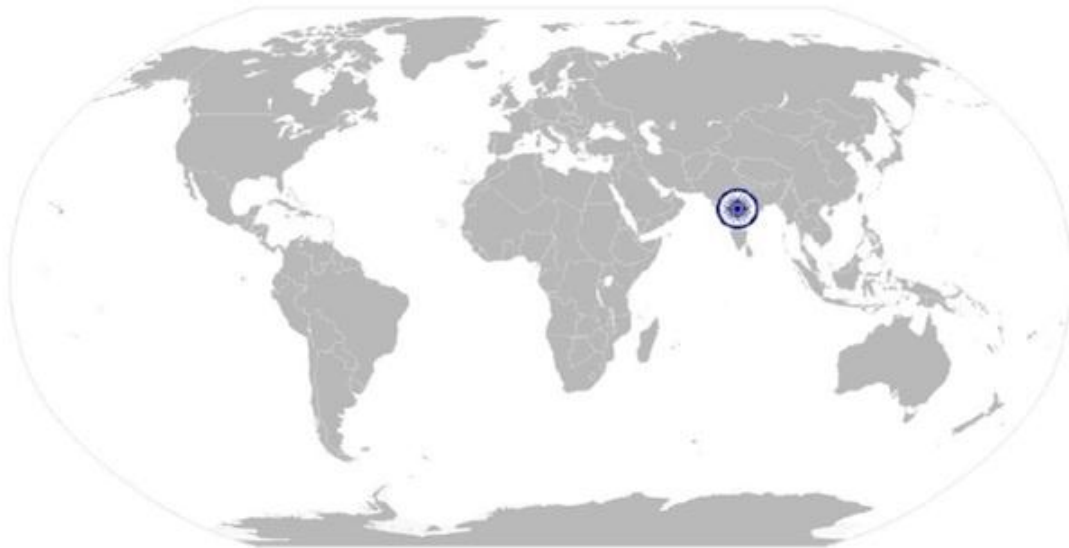
LSS/N8501

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

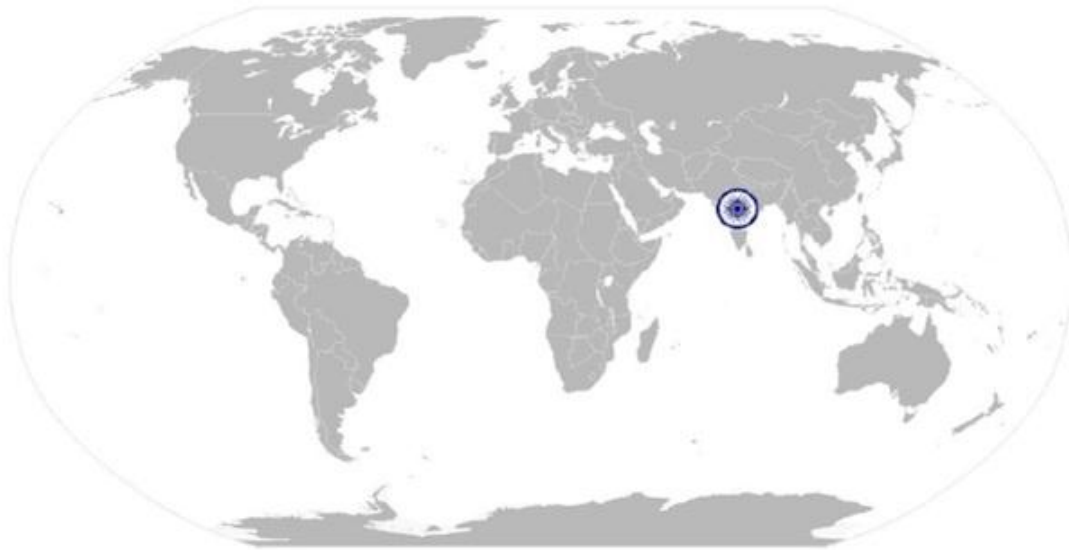
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LSS/N8601

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

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	This unit/task covers the following: <ul style="list-style-type: none"> Compliance with health, safety and security requirements at work
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Compliance with health, safety and security requirements at work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Use and maintain personal protective equipment as per protocol</p> <p>PC3. Carry out own activities in line with approved guidelines and procedures</p> <p>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. Follow environment management system related procedures</p> <p>PC6. Identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. Report any service malfunctions that cannot be rectified</p> <p>PC8. Store materials and equipment in line with manufacturer's and organizational requirements</p> <p>PC9. Safely handle and move waste and debris</p> <p>PC10. Minimize health and safety risks to self and others due to own actions</p> <p>PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. Monitor the workplace and work processes for potential risks and threats</p> <p>PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC15. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. Follow organization procedures for shutdown and evacuation when required</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Health and safety related practices applicable at the workplace</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p>

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Maintain health, safety and security at workplace

company / organization and its processes)	<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</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	<p>Writing Skills</p> <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> <p>Reading Skills</p> <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> <p>Oral Communication (Listening and Speaking Skills)</p> <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. Professional Skills	<p>Decision Making</p> <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> <p>Plan and Organize</p> <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> <p>SB4. Plan work according to the required schedule</p>

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Maintain health, safety and security at workplace

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

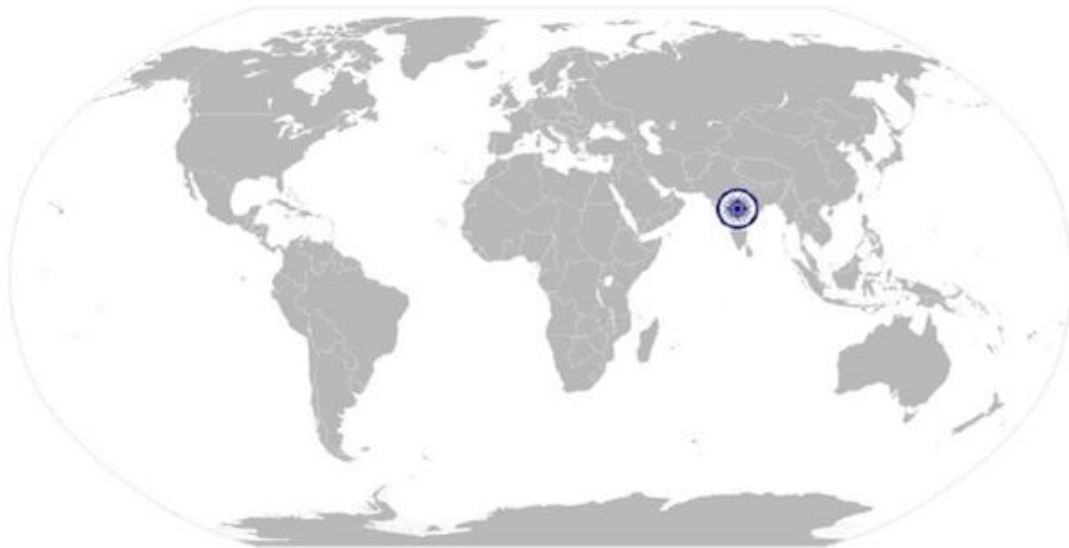


LSS/N8601 Maintain health, safety and security at workplace

NOS Version Control

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

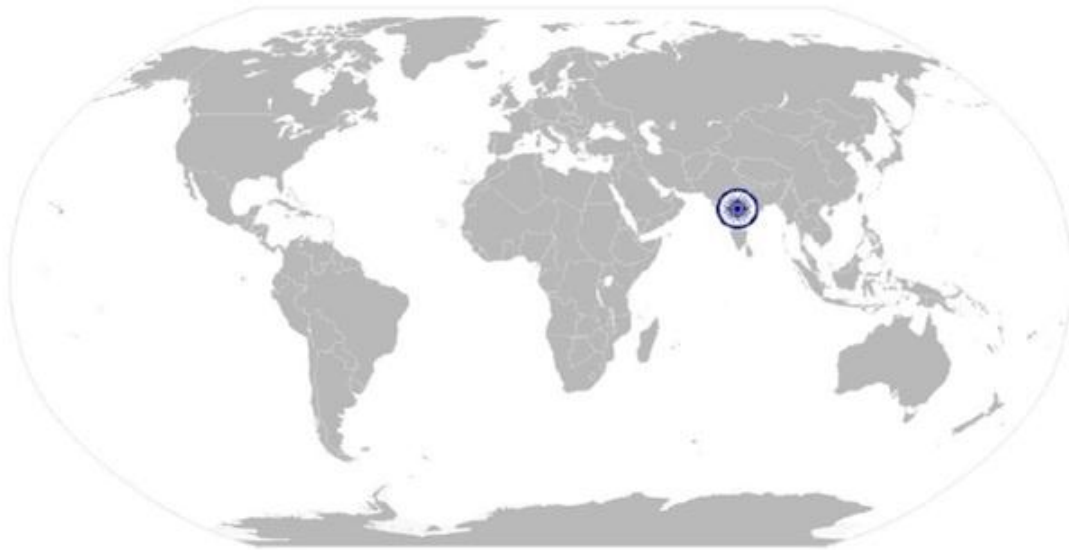
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LSS/N8701

Comply with industry, regulatory and organizational requirements

National Occupational Standard



Overview

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

LSS/N8701 Comply with industry, regulatory and organizational requirements

Unit Code	LSS/N8701
Unit Title (Task)	Comply with industry, regulatory and organizational requirements
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with industry, regulatory and organizational requirements at the workplace.
Scope	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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> SA2. Read and comprehend the organizational documents pertaining to rules and procedures SA3. Read and comprehend basic English to read and interpret indicators in 	

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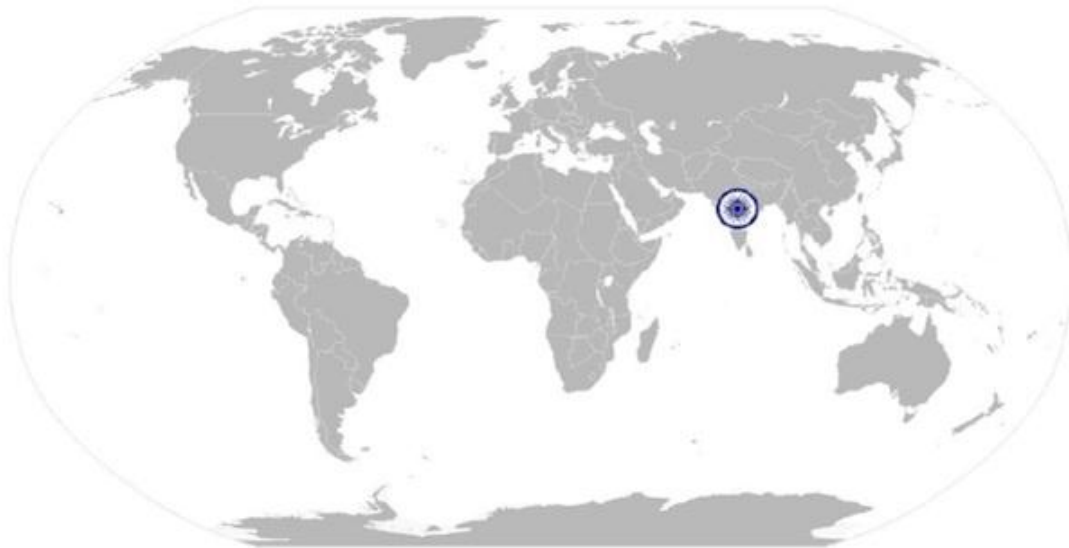
Comply with industry, regulatory and organizational requirements

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

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
Occupation	Cutting	Next review date	18/06/2015

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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Cutter (Footwear)

Qualification Pack Code LSS/Q2301

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/N2301– Carry out cutting operations	PC1. Make sure the work area is free from hazards	100	2	0	2
	PC2. Follow the instructions given on the work ticket or job card in line with the responsibilities of the job role		1	0	1
	PC3. Ask questions to obtain more information on tasks when the instructions are unclear		1	0	1
	PC4. Agree and review the agreed upon work targets with the supervisor and check for special instructions, if any		1	0	1
	PC5. Use the correct tools and equipment		6	5	1
	PC6. Check that equipment is safe and set up in readiness for use		1	0	1
	PC7. Select the correct component parts for the style being worked on		2	0	2

PC8. Check that the materials to be used are free from faults	1	0	1
PC9. Ensure the materials used meet the specification in terms of colour matching within a product/ between a pair of products, where applicable	7	5	2
PC10. Report faults in the materials	1	0	1
PC11. Carry out foundation footwear operations safely and at a rate which maintains work flow and meets production targets	2	0	2
PC12. Process component parts to the quality standard required	2	0	2
PC13. Correct work that does not conform to company quality standards	2	0	2
PC14. Report any damaged work to the supervisor/ quality controller	1	0	1
PC15. Report risks/ problems likely to affect services to the relevant person promptly and accurately	1	0	1
PC16. Follow company reporting procedures about defective tools and machines which affect work	1	0	1
PC17. Follow and utilize opportunities for learning	2	0	2
PC18. Update and develop knowledge of the products	2	0	2
PC19. Check with others when unsure of new product details	2	0	2
PC20. Sort and place work to assist with the next stage of production and minimise the risk of damage	2	0	2
PC21. Seek feedback from team mates on work related performance	1	0	1
PC22. Ask for help and information from the colleagues, when necessary, in a polite manner	1	0	1
PC23. Anticipate and respond to requests for assistance from colleagues willingly and politely	1	0	1
PC24. Leave work area safe and secure when work is complete	1	0	1
PC25. Complete forms, records and other documentation	1	0	1
PC26. Work in conformance to legal requirements, organizational policies and procedures	1	0	1
PC27. Make sure the work area is free from hazards	2	0	2

	PC28. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of the job role		1	0	1
	PC29. Ask questions to obtain more information on tasks when the instructions are unclear		1	0	1
	PC30. Calculate the number of components needed for production		1	0	1
	PC31. Select the tools and materials for the work		1	0	1
	PC32. Set up the equipment		1	0	1
	PC33. Make sure that tools are safe and clean to use on the material		1	0	1
	PC34. Check the quality and characteristics of the material match the required standards before starting to cut		1		1
	PC35. Use tools and equipment for hand or machine cutting		1	0	1
	PC36. Make sure that when cutting the material <ul style="list-style-type: none"> • Avoid damaging self and others • Avoid damage to the knife and other equipment 		2	0	2
	PC37. Avoid any imperfections in the material when cutting		1	0	1
	PC38. Calculate the components required		7	5	2
	PC39. Agree and review the agreed upon work targets with the supervisor		1	0	1
	PC40. Seek feedback from team mates on work related performance		1	0	1
	PC41. Ask for help and information from the colleagues, when necessary, in a polite manner		7	5	2
	PC42. Anticipate and respond to requests for assistance from colleagues willingly and politely		1	0	1
	PC43. Follow and utilize opportunities for learning		1	0	1
	PC44. Update and develop knowledge of the products		1	0	1
	PC45. Minimise wastage		1	0	1
	PC46. Meet company usage tolerances for efficient pattern interlocking		1	0	1
	PC47. Report risks/ problems likely to affect services to the relevant person promptly and accurately		1	0	1
	PC48. Check with others when unsure of new product details		1	0	1
	PC49. Identify and respond to imperfections, defects and damage due to mishandling		1	0	1

	PC50. Produce the required batch of components to match the job card and the company's production targets		6	5	1
	PC51. Report defects in the tools and equipment that do not have the authority to repair		1	0	1
	PC52. Dispose of waste materials safely and return re-useable materials		6	5	1
	PC53. Carry out closedown procedures on completion of work		1	0	1
	PC54. Make sure that the cut material is <ul style="list-style-type: none"> • Correctly sorted to assist the next stage of production • Carefully placed to minimise the risk of damage 		1	0	1
	PC55. Complete forms, records and other documentation		1	0	1
	PC56. Work in conformance to legal requirements, organizational policies and procedures		1	0	1
		Total	100	30	70
2. LSS/N2302– Contribute to achieving product quality in cutting processes	PC1. Set up and test equipment to meet quality standard		1	0	1
	PC2. Ensure materials and component parts meet specifications		1	0	1
	PC3. Ensure the quality of the product meets specification during production		6	5	1
	PC4. Maintain the required productivity and quality levels		6	5	1
	PC5. Carry out quality checks at agreed intervals and in the approved way	50	6	5	1
	PC6. Apply the allowed tolerances		6	5	1
	PC7. Report and replace faulty materials and component parts which do not meet specification		2	0	2
	PC8. Identify process problems that effect product quality and report them promptly to appropriate people		7	5	2
	PC9. Maintain the continuity of production with minimum interruptions and downtime		6	5	1
	PC10. Identify faults and irregularities in equipment and machinery and take action within the limits of the responsibility		1	0	1
	PC11. Identify faults in finished products and		1	0	1

	trace their causes				
	PC12. Follow reporting procedures where the cause of faults cannot be identified		6	5	1
	PC13. Maintain records and 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		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

		Total	50	15	35
4. LSS/N8601- Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	25	6	5	1
	PC2. Use and maintain personal protective equipment as per protocol		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		1	0	1
	PC7. Report any service malfunctions that cannot be rectified		1	0	1
	PC8. Store materials and equipment in line with manufacturer’s and organizational requirements		0.5	0	0.5
	PC9. Safely handle and move waste and debris		0.5	0	0.5
	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		1	0	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
		Total	25	10	15

Qualifications Pack For–Cutter (Footwear)

5. LSS/N8701- Comply with industry, regulatory and organizational requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	25	8	5	3
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		8	5	3
	PC3. Apply and follow these policies and procedures within the work practices		3	0	3
	PC4. Provide support to the supervisor and team members in enforcing these considerations		3	0	3
	PC5. Identify and report any possible deviation to these requirements		3	0	3
		Total	25	10	15