

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR LASTING OPERATOR [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

## Qualifications Pack – LASTING OPERATOR

**SECTOR:**LEATHER SECTOR

**SUB-SECTOR:**FOOTWEAR

**OCCUPATION:**LASTING

**REFERENCE ID:**LSS/N3801

**ALIGNED TO:**NCO-2004/8266.32

The Lasting Operation is one among the most important processes of footwear manufacturing operation. This is the process when the upper and the sole are attached and the shoe is completed. The quality and durability of the shoes are determined by this operation. As this is a crucial operation, several skilled operators are required to perform various activities involved in lasting.

**Brief Job Description:** The Lasting operator would be a multi-skilled operator capable of operating the various machines used in lasting process and also skillful to perform various specialized tasks. Some of the most skillful activities in lasting process will involve fore part Lasting, Seat Lasting, and Roughing etc.

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

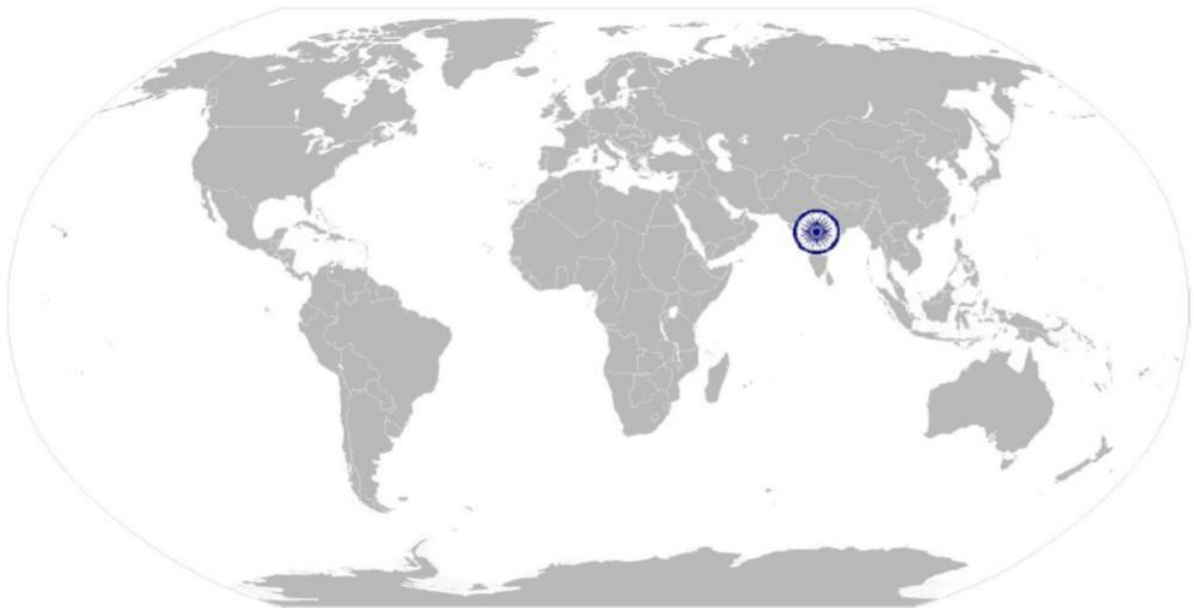
## Job Details

<b>Qualifications Pack Code</b>	<b>LSS/N3801</b>		
<b>Job Role</b>	<b>Lasting Operator</b>		
<b>Credits (NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version Number</b>	<b>1</b>
<b>Sector</b>	<b>Leather</b>	<b>Drafted on</b>	<b>4<sup>th</sup> December 2013</b>
<b>Sub-sector</b>	<b>Footwear</b>	<b>Last reviewed on</b>	
<b>Occupation</b>	<b>Lasting</b>	<b>Next review date</b>	<b>24<sup>th</sup> December 2014</b>
<b>Job Role</b>	<b>Lasting Operator</b>		
<b>Role Description</b>	Lasting operator would be a multiskilled operator capable to operate various machines used in lasting process and also skillful to perform various specialized tasks. Some of the most skillful activities in lasting process will involve Fore part Lasting, Seat Lasting, Roughing etc.		
<b>NVEQF / NVQF level</b>	4		
<b>Minimum Educational Qualifications</b>	Class V		
<b>Maximum Educational Qualifications</b>	N/A		
<b>Training</b>	On-the-Job-Training		
<b>Applicable National Occupational Standards</b>	Click on the hyperlink to read/download the required NOS 1. <a href="#">LSS/N3801 - Carry out lasting operations using machine</a> 2. <a href="#">LSS/N3802 - Contribute to achieving product quality in lasting operation</a> 3. <a href="#">LSS/N0204 - Maintain the work area, tools and machines</a> 4. <a href="#">LSS/N3104 – Maintain health, safety and security at workplace</a> 5. <a href="#">LSS/N0105 - Comply with industry, regulatory and organizational requirements</a>		
<b>Performance Criteria</b>	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 fulfill achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding; he/she needs to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to find the required one.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of required performance.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform up to the required standard.

Acronyms	Keywords /Terms	Description
	OS	Occupational Standard(s)
	NOS	National Occupational Standard(s)
	QP	Qualifications Pack
	NVEQF	National Vocational Education Qualifications Framework
	NVQF	National Vocational Qualifications Framework
	TBD	To Be Determined

# National Occupational Standard



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## **Overview**

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

**LSS/N3801 - Carry out lasting operations using machine**

National Occupational Standard

<b>Unit Code</b>	<b>LSS/N3801</b>
<b>Unit Title (Task)</b>	<b>Carry out lasting operations using machine</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for footwear lasting operations by either Using appropriate machines, tools, equipment and processes.
<b>Scope</b>	<p>Material</p> <ul style="list-style-type: none"> <li>• Leather</li> <li>• Non-Leather</li> </ul> <p>Tools</p> <ul style="list-style-type: none"> <li>• Hand Pincher (Side Lasting)</li> <li>• Last Holding Jack</li> <li>• Hammer</li> </ul> <p>Machineries</p> <ul style="list-style-type: none"> <li>• Counter Tightening Machine</li> <li>• Toe Moulding</li> <li>• Fore Part Lasting</li> <li>• Seat &amp; Side Lasting or Seat Lasting</li> <li>• Pounding or Flattening Machine</li> <li>• Roughing Machine</li> <li>• Sole Pressing Machine</li> <li>• De-lasting Machine</li> </ul> <p>Services</p> <ul style="list-style-type: none"> <li>• Toe Lasting</li> <li>• Side Lasting</li> <li>• Seat Lasting</li> <li>• Sole Attaching</li> <li>• Delasting</li> </ul> <p>Component</p> <ul style="list-style-type: none"> <li>• Insoles</li> <li>• Last</li> <li>• Adhesives</li> <li>• Tacks / Staples</li> <li>• Soles</li> </ul> <p>Targets</p> <ul style="list-style-type: none"> <li>• Productivity</li> <li>• Quality</li> <li>• Personality Development</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	

**LSS/N3801 - Carry out lasting operations using machine**

Element	Performance Criteria
<b>Preparatory Work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role</p> <p>PC3. Ask questions to obtain more information on tasks when the instructions have are unclear</p> <p>PC4. Select and sort the tools and materials for the work</p> <p>PC5. Setup the equipment and machineries for lasting as per the job requirement</p> <p>PC6. Make sure that tools are safe and clean to use on the material</p> <p>PC7. Agree and review agreed upon work targets with supervisor</p> <p>PC8. Seek feedback from supervisor on work related performance</p> <p>PC9. Update and develop knowledge of the products</p> <p>PC10. Minimize wastage</p> <p>PC11. Produce the required batch of components to match the job card and the company's production targets</p> <p>PC12. Dispose of waste materials safely and return re-useable materials</p> <p>PC13. Work in conformance to legal requirements, organizational policies and procedures</p> <p>PC14. Carry out visual inspection to ensure the products are free from handling defects</p>
<b>Counter Tightening Operation</b>	<p>PC15. Hammer the back portion of the upper and place the counter inside the back portion of the upper</p> <p>PC16. Clamp the Upper onto the machine tightly</p> <p>PC17. Carry out Counter tightening operation by pressing the star button on the machine</p> <p>PC18. Ensure no creases are formed on the inside of the upper while performing counter tightening</p> <p>PC19. Remove the upper from the counter tightening machine</p>
<b>Toe Moulding Operation</b>	<p>PC20. Place the toe cap inside of the upper in-between vamp and vamp lining</p> <p>PC21. Fix the vamp of the upper into the toe moulding machine</p> <p>PC22. Carryout the toe moulding operation by pressing the start button on the toe moulding machine</p> <p>PC23. Remove the upper from the toe moulding machine</p>
<b>Forepart Lasting Operation</b>	<p>PC24. Select appropriate last according to the size of the upper</p> <p>PC25. Fix the upper on to the last</p> <p>PC26. Adjust the back height of the upper based on the mark on the last by pulling with pincher</p> <p>PC27. Fix the last in the machine for toe lasting operation</p> <p>PC28. Carryout toe lasting operation by pressing the start buttons of the machine with both hand and at the same time pressing the bottom start button of the machine with knee</p> <p>PC29. Remove the lasted upper from the machine</p>
<b>Seat Lasting</b>	<p>PC30. Fix the toe lasted upper in the machine for seat lasting operation</p>



**LSS/N3801 - Carry out lasting operations using machine**

<b>Operation</b>	PC31. Carryout seat lasting operation by using the machine PC32. Remove the finished part from the machine
<b>Side Lasting Operation</b>	PC33. Apply the adhesive on the insole and the inside of the upper PC34. Pull the sides of the upper and adjust it appropriately with pincher PC35. Hammer the sides of the upper to perform side lasting
<b>Roughing Operation</b>	PC36. Ensure the condition of the grinding wheel or emery paper as per specification PC37. Operate the machine to roughen the finished part of the bottom portion of the lasted upper PC38. Ensure only a thin layer of the finished portion is roughed PC39. Ensure the edges of the lasted upper are roughed carefully
<b>Sole Pressing Operation</b>	PC40. Place the sole on the lasted upper to attach it temporarily PC41. Ensure the sole and the lasted upper is attached appropriately along the edges PC42. Place the temporary attached lasted upper and the sole into the pressing machine PC43. Operate the machine to attach the sole and the upper by pressing the start button on the machine PC44. Remove the sole attached lasted upper
<b>Delasting Operation</b>	PC45. Fix the shoe onto the delasting machine PC46. Carry out delasting operation by operating the delasting machine and Applying pressure on the toe portion of the shoe with hand simultaneously PC47. Remove the shoe from the last
<b>Reporting &amp; Documentation</b>	PC48. Report risks/ problems likely to affect services to the relevant person promptly and accurately PC49. Report defects in the tools and equipment that one do not have the authority to repair
<b>Sorting &amp; Placing</b>	PC50. Carry out closedown procedures on completion of work PC51. Sort and place work to assist the next stage of production and minimize the risk of damage

**Knowledge and Understanding w.r.t the Scope**

<b>Element</b>	<b>Knowledge and Understanding (K)</b>
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Details of the various job roles and responsibilities KA2. Responsibilities and line of reporting within the work area KA3. Protocol to obtain more information on work related tasks KA4. Organizational policies and procedures KA5. Work target and review mechanism with supervisor KA6. Protocol and format for reporting work related risks/ problems KA7. Contact person in case of queries on procedure or products KA8. Common hazards in the work area and procedures for dealing with them KA9. Procedures for handling the tools and equipment KA10. Procedures with regard to material re-usage and disposal</p>



**LSS/N3801 - Carry out lasting operations using machine**

	<p>KA11. Quality standards and the reporting procedures KA12. Documentation required as part of the process</p>
<p><b>B. Technical / Domain Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Procedures of operation of the machines used in lasting process KB2. Procedures and concept of the operations followed in the lasting Process KB3. Knowledge of the parameter setting in the lasting machines (Temp, Timing Pressure) KB4. Procedure of appropriately placing the toe caps inside the upper KB5. The ways by which material can be contaminated or damaged during processing and the effects on quality KB6. Appropriate Knowledge of Lasts &amp; Shape of the shoes KB7. Knowledge of adhesive and application of adhesive KB8. Knowledge of pulling and attaching the sides of the shoes KB9. Knowledge of using basic tools and equipments such as hammer, pincher, etc KB10. Knowledge of the feather edge of the shoes KB11. Appropriate Knowledge of bottom Shape of the shoes KB12. Knowledge of grain layer of the leather KB13. Appropriate knowledge of the shoes KB14. Knowledge of the functioning of hinged type last</p>
<p><b>Skills</b></p>	
<p><b>A. Core Skills / Generic Skills</b></p>	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Read, write and communicate orally SA2. Plan and manage work routine based on company procedure</p>
<p><b>B. Professional Skills</b></p>	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Counter moulding must be performed without any wrinkles SB2. Proper setting of toe cap in-between vamp and lining SB3. Placing upper and last inside the machine SB4. Skill to operate the toe lasting machine SB5. Placing toe lasted upper inside the machine so that the pleats don't appear in the seat portion of the lasted upper SB6. Ability to perform hand lasting operation SB7. Skill to handle the lasted upper appropriately to flatten the bottom SB8. Roughening along feather edge SB9. Skill to rough out only finished layer of the leather SB10. Placing the lasted upper and sole properly before putting in the pressing machine SB11. Placing the shoe properly in the pressing machine</p>

## LSS/N3801 - Carry out lasting operations using machine

	SB12. Operate the machine in such a way that the shoe is not de-shaped or damaged during operation
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### NOS Version Control

<b>NOS Code</b>	LSS/N3801		
<b>Credits (NVEQF/NVQF/NSQF)</b>	TBD	<b>Version Number</b>	1
<b>Sector</b>	Leather	<b>Drafted on</b>	4 <sup>th</sup> December 2013
<b>Sub-sector</b>	Footwear	<b>Last reviewed on</b>	
		<b>Next review date</b>	24 <sup>th</sup> December 2014

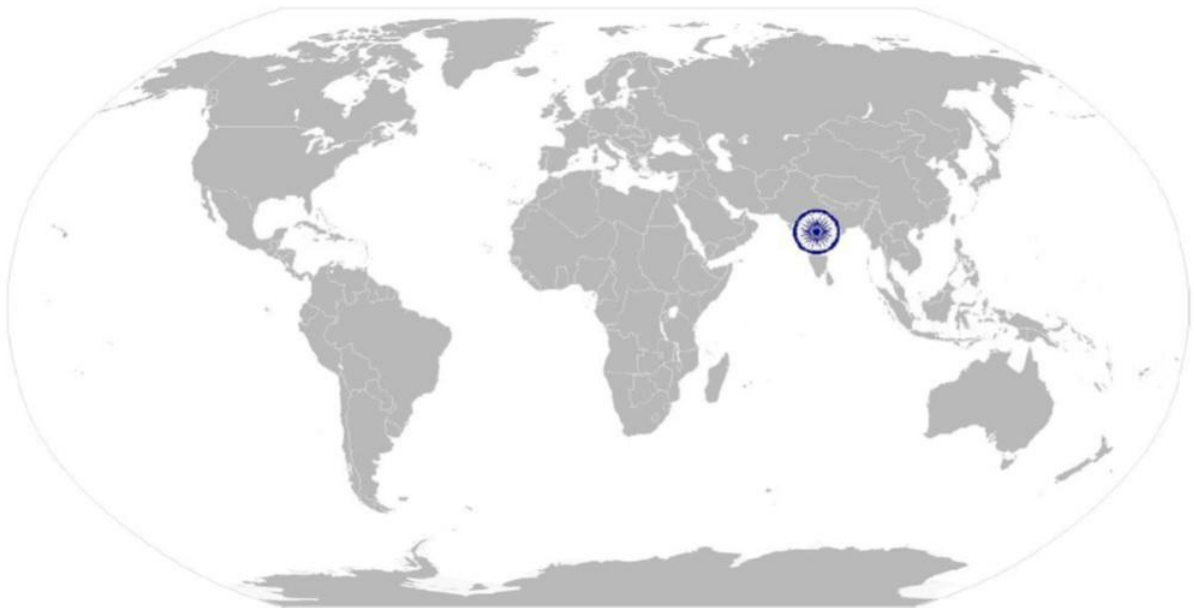
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LSS/N3802 - Contribute to achieving product quality in lasting operation

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# National Occupational Standard




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## Overview

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

**LSS/N3802 - Contribute to achieving product quality in lasting operation**

National Occupational Standard

<b>Unit Code</b>	<b>LSS/N3802</b>
<b>Unit Title (Task)</b>	<b>Contribute to achieving product quality in lasting operation</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking lasting related activities to ensure products meet specifications.
<b>Scope</b>	<p>Product specifications</p> <ul style="list-style-type: none"> <li>• Job card</li> </ul> <p>Quality issue</p> <ul style="list-style-type: none"> <li>• Creases inside the upper at the back portion</li> <li>• Shape of the shoes</li> <li>• Wrinkles on the upper</li> <li>• Handling damages on the upper</li> <li>• Selection of last</li> <li>• Lasting quality</li> <li>• Pleats</li> <li>• Deep roughing</li> <li>• Roughing along the edges</li> <li>• Overflow of the adhesives onto the upper</li> <li>• Positioning of the upper and the sole</li> </ul> <p>Process knowledge</p> <ul style="list-style-type: none"> <li>• ISO</li> <li>• 5S process knowledge</li> </ul> <p>Corrective action</p> <ul style="list-style-type: none"> <li>• Reporting</li> <li>• Repairing</li> </ul> <p>Tolerances</p> <ul style="list-style-type: none"> <li>• Productivity</li> <li>• Wastage</li> </ul> 
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Inspection</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Set up and test machines to ensure correct operation</p> <p>PC2. Operate the machine in accordance with machine and workplace standards</p> <p>PC3. Ensure the last and upper is placed appropriately in the machines</p> <p>PC4. Ensure creases do not appear on the inside of the back portion of the upper while counter tightening</p>

**LSS/N3802 - Contribute to achieving product quality in lasting operation**

	<p>PC5. Ensure the shape of the shoe is retained during toe moulding operation</p> <p>PC6. Ensure pleats do not appear in the seat portion of the lasted upper after seat lasting process</p> <p>PC7. Selection of appropriate lasts as per the sizes</p> <p>PC8. Ensuring the quality of the lasting as per the specifications and the standards</p> <p>PC9. Roughing as per the specifications and ensure the upper of shoe is free from roughing damages</p> <p>PC10. Check the performance of the machine for signs of faulty operations and take action in accordance with workplace procedures</p> <p>PC11. Ensure materials and component parts meet specifications</p> <p>PC12. Maintain the required productivity and quality levels</p> <p>PC13. Carry out quality checks at agreed intervals and in the approved way</p>
<p><b>Reporting &amp; Documentation</b></p>	<p>PC14. Identify faults in materials and products</p> <p>PC15. Identify causes of faults and take action to rectify the same to maintain product quality</p> <p>PC16. Report and replace faulty materials and component parts which do not meet specification</p> <p>PC17. Report faults outside personal responsibility to the appropriate person</p> <p>PC18. Follow reporting procedures where the cause of faults cannot be identified</p> <p>PC19. Follow reporting procedures where the cause of faults cannot be identified</p> <p>PC20. Identify process problems that effect product quality and report them promptly to appropriate people</p> <p>PC21. Identify faults in finished products and trace their causes</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Types of problems with quality and how to report them to appropriate people</p> <p>KA2. Consequences of not rectifying problems</p> <p>KA3. Safe working practices and organizational procedures</p> <p>KA4. Limits of personal responsibility</p> <p>KA5. The lines of communication, authority and reporting procedures</p> <p>KA6. The organization's rules and guidelines (including timekeeping)</p> <p>KA7. The companies quality standards</p> <p>KA8. Equipment operating procedures / manufacturer's instructions</p>
<p><b>B. Technical / Domain Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The different types of faults likely to be found in the lasting process and method to put them right</p> <p>KB2. The different techniques and methods used to detect faults in the lasting process</p> <p>KB3. The inspection methods that can be used</p>

**LSS/N3802 - Contribute to achieving product quality in lasting operation**

	<p>KB4. Importance of product checks</p> <p>KB5. The acceptable solutions for particular faults</p> <p>KB6. The consequences of not rectifying problems</p> <p>KB7. The types of adjustments suitable for specific types of faults</p> <p>KB8. Responsibilities at work during production</p> <p>KB9. Company's quality and production targets and the effect of not meeting these on self and/or the team</p> <p>KB10. Allowed tolerances</p> <p>KB11. Difference between correctable and non-correctable faults</p> <p>KB12. Manufacturer's instructions</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<p>On the job the individual needs to be able to:</p> <p>SA1. Deal with problems within the work area, and within limits of personal responsibility</p> <p>SA2. Report problems outside area of responsibility to the appropriate person</p> <p>SA3. Read, write and communicate orally</p> <p>SA4. Plan and manage work routine based on company procedure</p> <p>SA5. Communicate effectively with colleagues</p>
<b>B. Professional Skills</b>	<p>On the job the individual needs to be able to:</p> <p>SB1. Apply appropriate method of inspection</p> <p>SB2. Identify equipment parts</p> <p>SB3. Set up equipment and testing it</p> <p>SB4. Identify faults, the causes and rectification</p> <p>SB5. Identify equipment maintenance requirements and perform the maintenance procedure</p> <p>SB6. Identify, rectify and/or report major equipment faults and causes</p> <p>SB7. Check equipment and processes</p> <p>SB1. Handle different materials</p>

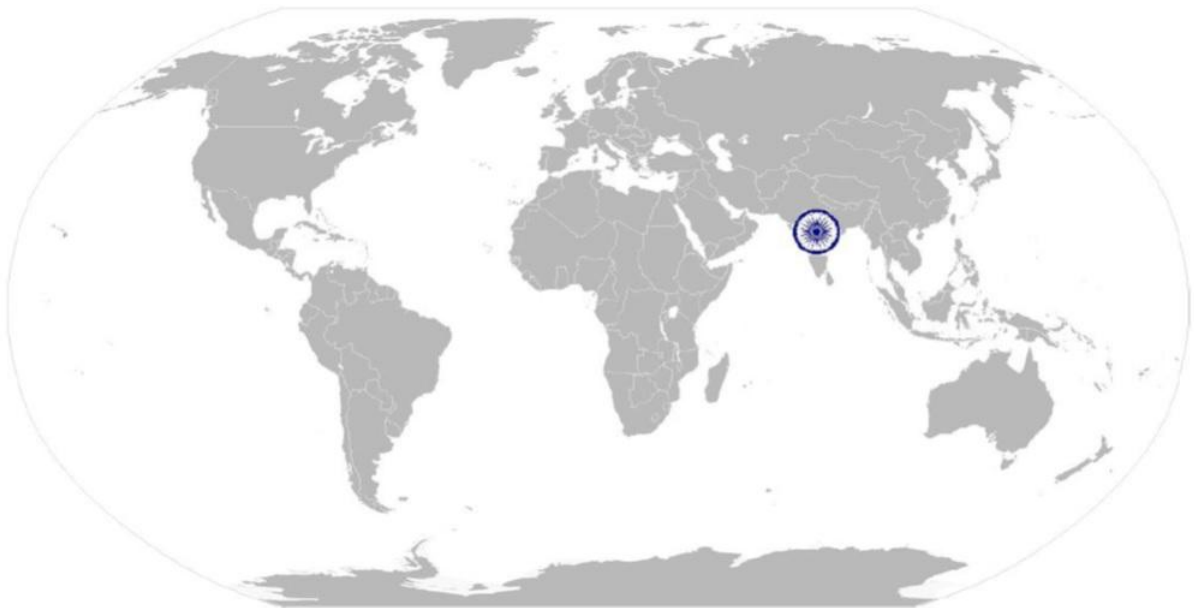
## NOS Version Control

<b>NOS Code</b>	LSS/N3802		
<b>Credits (NVEQF/NVQF/NSQF)</b>	TBD	<b>Version Number</b>	1
<b>Sector</b>	Leather	<b>Drafted on</b>	4 <sup>th</sup> December 2013
<b>Sub-sector</b>	Footwear	<b>Last reviewed on</b>	
		<b>Next review date</b>	24 <sup>th</sup> December 2014

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# National Occupational Standard



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## Overview

This standard is for those who organize and maintain their work areas, tools and machines to make sure that agreed production targets and instructions are met.

**LSS/N0204 - Maintain the work area, tools and machines**

National Occupational Standard

<b>Unit Code</b>	<b>LSS/N0204</b>
<b>Unit Title (Task)</b>	<b>Maintain the work area, tools and machines</b>
<b>Description</b>	This standard is for those who organize and maintain their work areas and activities to make sure that agreed production targets and instructions are met.
<b>Scope</b>	<p>Environmental conditions</p> <ul style="list-style-type: none"> <li>• Lighting</li> <li>• Ventilation</li> <li>• General comfort</li> </ul> <p>Tools and machines maintenance</p> <ul style="list-style-type: none"> <li>• Mechanical condition</li> <li>• Lubrication technique</li> <li>• Basic cleaning technique</li> </ul>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Work area/ tools/machinery maintenance</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Handle materials, machinery, equipment and tools safely and correctly</p> <p>PC2. Use correct lifting and handling procedures</p> <p>PC3. Use materials to minimize waste</p> <p>PC4. Prepare and organize work</p> <p>PC5. Maintain a clean and hazard free working area</p> <p>PC6. Maintain tools and equipment</p> <p>PC7. Carry out running maintenance within agreed schedules</p> <p>PC8. Carry out maintenance and/or cleaning outside responsibility</p> <p>PC9. Ensure that the correct machine guards are in place</p> <p>PC10. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC11. Store cleaning equipment safely after use</p> <p>PC12. Carry out cleaning according to schedules and limits of responsibility</p>
<b>Work area regulations</b>	<p>PC13. Deal with work interruptions</p> <p>PC14. Move about the workplace with care</p> <p>PC15. Carry out running maintenance within agreed schedules</p> <p>PC16. Work in a comfortable position with the correct posture</p>
<b>Waste Disposal</b>	PC17. Dispose of waste safely in the designated location
<b>Reporting &amp; Documentation</b>	<p>PC18. Report unsafe equipment and other dangerous occurrences</p> <p>PC19. Complete and store accurate records and documentation</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> ( Knowledge of the	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p>

**LSS/N0204 - Maintain the work area, tools and machines**

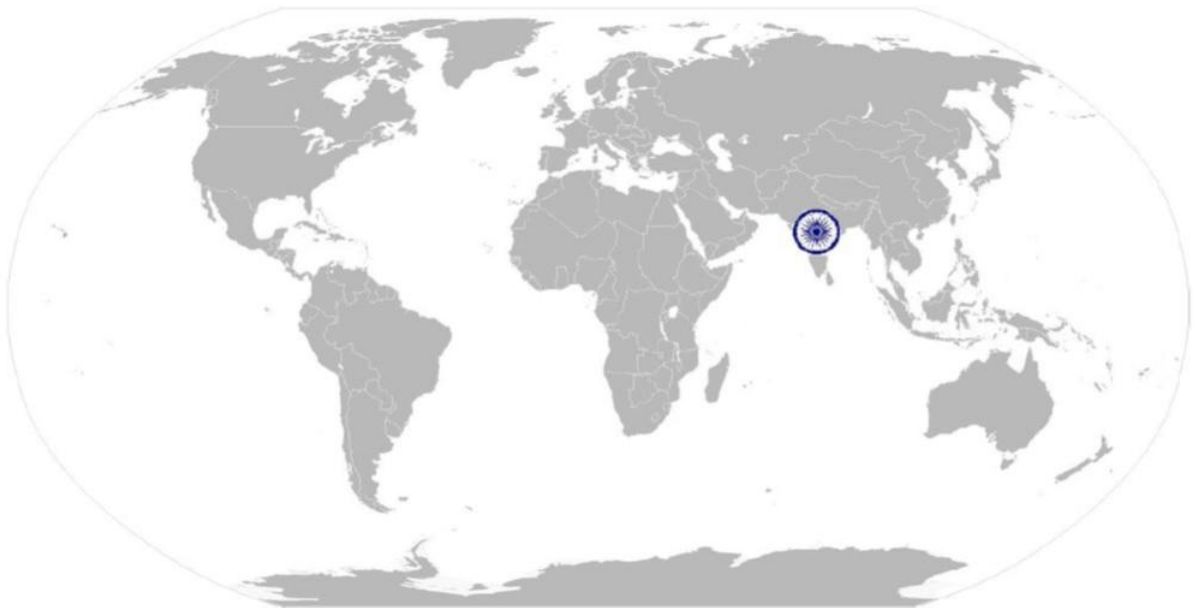
<p>company / organization and its processes)</p>	<p>KA2. Safe working practices and organisational procedures            KA3. Limits of one's own responsibility            KA4. Ways of resolving with problems within the work area            KA5. The production process and the specific work activities that relate to the whole process            KA6. The importance of effective communication with colleagues            KA7. The lines of communication, authority and reporting procedures            KA8. The organisation's rules, codes and guidelines (including timekeeping)            KA9. The companies quality standards            KA10. The types of records kept, how are they completed and the importance of keeping them accurate            KA11. The importance of complying with written instructions            KA12. Equipment operating procedures / manufacturer's instructions            KA13. Statutory responsibilities under Health, Safety and Environmental legislation and regulations</p>
<p><b>B. Technical/ Domain knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately            KB2. Method to make use of the information detailed in specifications and instructions            KB3. Relation between work role and the overall manufacturing process            KB4. The importance of good time keeping and attendance            KB5. The importance of minimised production costs            KB6. The importance of taking action when problems are identified            KB7. Different ways of minimising waste            KB8. The importance of running maintenance and regular cleaning            KB9. Effects of contamination on products i.e. Machine oil, dirt            KB10. Common faults with equipment and the method to rectify            KB11. Maintenance procedures            KB12. Hazards likely to be encountered when conducting routine maintenance            KB13. Different types of cleaning equipment and substances and their use            KB14. Safe working practices for cleaning and the method of carrying them out</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills / Generic Skills</b></p>	<p>On the job the individual needs to be able to:</p> <p>SA1. Read, write and communicate orally            SA2. Plan and manage work routine based on company procedure</p>
<p><b>B. Professional Skills</b></p>	<p>On the job the individual needs to be able to:</p> <p>SB1. Take appropriate decisions regarding to responsibilities            SB2. Solve operational role related issues</p>

LSS/N0204 - Maintain the work area, tools and machines

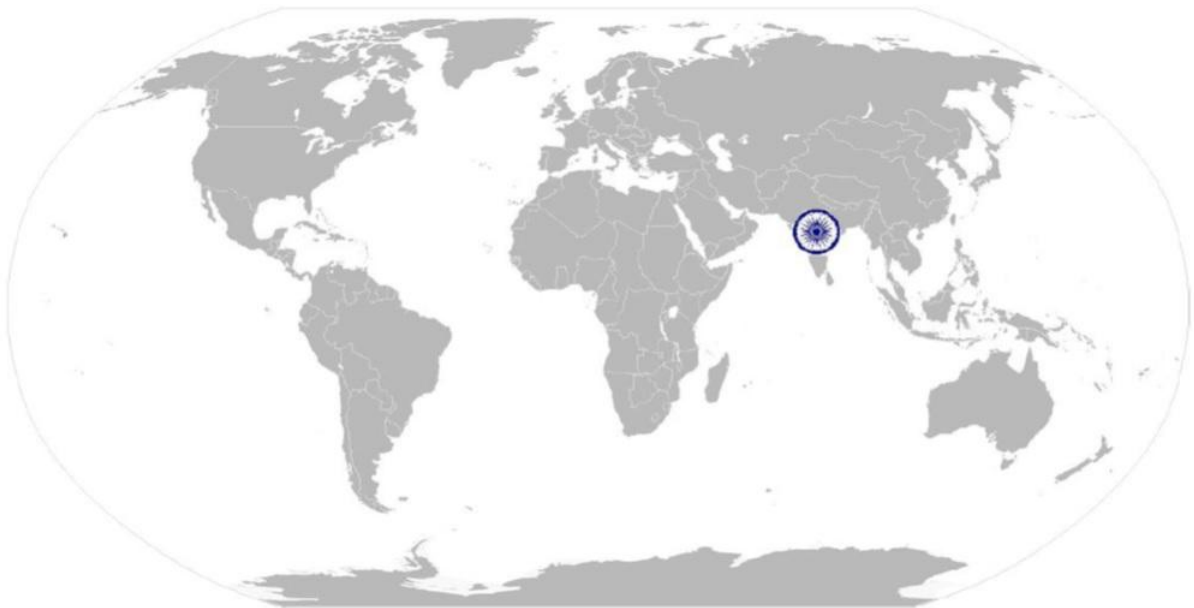
### NOS Version Control

<b>NOS Code</b>	LSS/N0204		
<b>Credits (NVEQF/NVQF/NSQF)</b>	TBD	<b>Version Number</b>	1
<b>Sector</b>	Leather	<b>Drafted on</b>	27 <sup>th</sup> November 2013
<b>Sub-sector</b>	Footwear	<b>Last reviewed on</b>	
		<b>Next review date</b>	24 <sup>th</sup> December 2014

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# National Occupational Standard



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## 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/N3104 – Maintain health, safety and security at workplace

National Occupational Standard

<b>Unit Code</b>	<b>LSS/N3104</b>
<b>Unit Title (Task)</b>	<b>Maintain health, safety and security at workplace</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
<b>Scope</b>	<p>Hazards and Risks/ threats</p> <ul style="list-style-type: none"> <li>• Fire</li> <li>• Electric short circuit, electric shock and electrocution</li> <li>• Medical emergency</li> <li>• Inflammable &amp; toxic chemicals/ gases</li> <li>• Accidents</li> <li>• Ventilation and suffocation</li> <li>• Improper use of safety gear and non-adherence to safety norms</li> <li>• Hygiene and sanitation</li> <li>• Substance leaks (contamination, spillages or emissions)</li> <li>• Physical and Information Security related breaches</li> </ul> <p>Organisational Procedures</p> <ul style="list-style-type: none"> <li>• Production line</li> <li>• Personal protective equipment (PPE)</li> <li>• Non-authorized / restricted areas</li> <li>• Protective safety requirements</li> <li>• Hazards and risks from machinery</li> <li>• Process related hazards and risks</li> <li>• Walkways and vehicle movement pathways</li> <li>• Storage and packaging areas</li> </ul> <p>Training Medical Emergencies Evacuation process</p>
	<b>Performance Criteria (PC) w.r.t the Scope</b>
<b>Element</b>	<b>Performance Criteria</b>
<b>Health, safety and security maintenance at work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Use and maintain personal protective equipment as per protocol</p> <p>PC3. Carry out own activities in line with approved guidelines and procedures</p> <p>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. Identify and correct (if possible) malfunctions in machinery and equipment</p>



**LSS/N3104 – Maintain health, safety and security at workplace**

	<p>PC6. Store materials and equipment in line with manufacturer's and organizational requirements</p> <p>PC7. Minimize health and safety risks to self and others due to own actions</p> <p>PC8. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC9. Monitor the workplace and work processes for potential risks and threats</p>
<b>Organizational Compliance</b>	<p>PC10. Follow environment management system related procedures</p> <p>PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC12. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC13. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC14. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC15. Follow organisation procedures for shutdown and evacuation when required</p>
<b>Reporting &amp; Documentation</b>	<p>PC16. Report any service malfunctions that cannot be rectified</p> <p>PC17. Report hazards and potential risks/ threats to supervisors or other authorized personnel</p>
<b>Waste Disposal</b>	<p>PC18. Safely handle and move waste and debris</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<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> <p>KA3. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to minimize these</p> <p>KA5. Environmental management system related procedures at the workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
<b>B. Technical/ Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and methods to deal with these</p>

**LSS/N3104 – Maintain health, safety and security at workplace**

	<p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Respond to emergencies, accidents or fire at the workplace</p> <p>SA2. Evacuate the premises and help others in need while doing so</p> <p>SA3. The value of physical fitness, personal hygiene and good habits</p> <p>SA4.</p>
<b>B. Professional Skills</b>	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Raise alarm</p> <p>SB2. Safe and correct procedure of handling equipment and machinery</p> <p>SB3. Identify, report malfunctions in machinery and equipment and correct them if possible</p> <p>SB4. Identify and report service malfunctions and chemical leaks</p> <p>SB5. Keep work area free from potential hazards</p> <p>SB6. Report to supervisors and other authorized personnel for assistance</p>

**NOS Version Control**

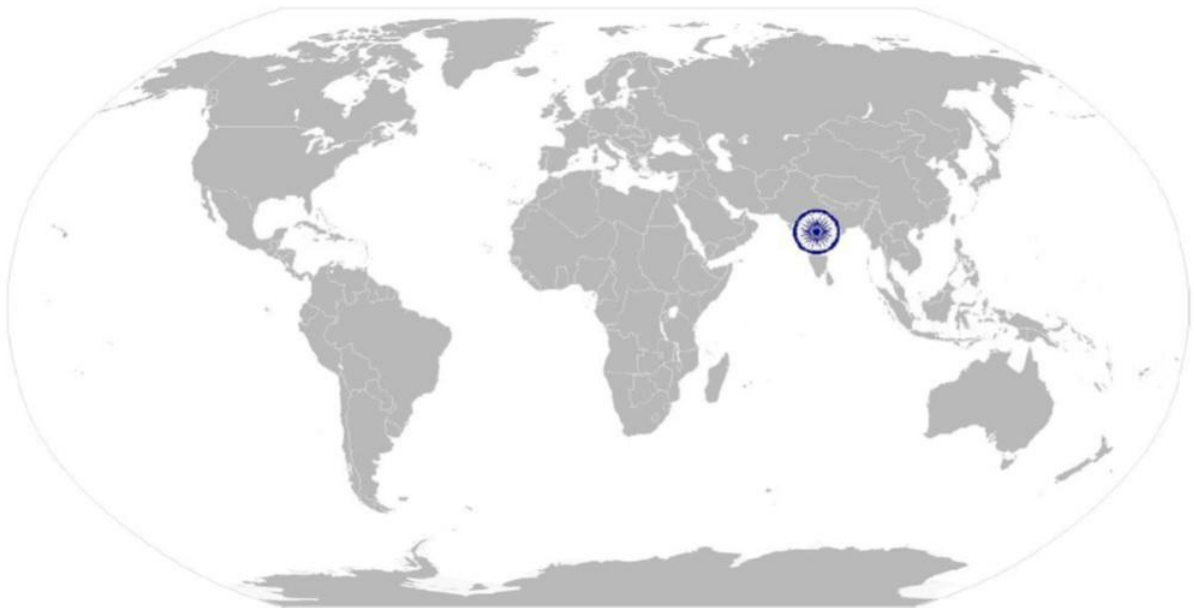
<b>NOS Code</b>	LSS/N3104		
<b>Credits (NVEQF/NVQF/NSQF)</b>	TBD	<b>Version Number</b>	1
<b>Sector</b>	Leather	<b>Drafted on</b>	25 <sup>th</sup> July 2013
<b>Sub-sector</b>	Footwear	<b>Last reviewed on</b>	30 <sup>th</sup> July 2013
		<b>Next review date</b>	24 <sup>th</sup> December 2014

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LSS/N0105 - Comply with industry, regulatory and organisational requirements

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# National Occupational Standard



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## Overview

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

**LSS/N0105 - Comply with industry, regulatory and organisational requirements**

National Occupational Standard	<b>Unit Code</b>	LSS/N0105
	<b>Unit Title (Task)</b>	Comply with industry, regulatory and organizational requirements
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with industry, regulatory and organizational requirements at the workplace.
	<b>Scope</b>	<p>Organisational Procedures</p> <ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Working Conditions</li> <li>• Working Hours</li> <li>• Betterment of community and surroundings</li> <li>• Ethical framework</li> </ul> <p>Customer procedure</p> <ul style="list-style-type: none"> <li>• Compliance with customer requirement</li> <li>• Ethical framework</li> </ul> <p>Compliance with all national laws and regulations</p> <ul style="list-style-type: none"> <li>• Minimum Age of Employment</li> <li>• Child labour</li> <li>• Forced Labour</li> <li>• Non-discrimination</li> <li>• Wages &amp; Benefits</li> </ul> <p>International laws applicable for export oriented companies</p> <ul style="list-style-type: none"> <li>• International legislation and regulations</li> <li>• Other customer specific norms</li> </ul>
	<b>Performance Criteria (PC) w.r.t the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Legal, regulatory and organizational compliance</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures</p> <p>PC2. Seek and obtain clarifications on policies and procedures, from supervisor or other authorized personnel</p> <p>PC3. Apply and follow these policies and procedures within work practices</p> <p>PC4. Provide support to supervisor and team members in enforcing these considerations</p> <p>PC5. Identify and report any possible deviation to these requirements</p>
	<b>Knowledge and Understanding (K)</b>	
	<b>C. Organizational Context</b>	The user/individual on the job needs to know and understand:

**LSS/N0105 - Comply with industry, regulatory and organisational requirements**

	<p>KA1. The importance of having an ethical and value-based approach to governance</p> <p>KA2. Benefits to company and oneself due to practice of these procedures</p> <p>KA3. Specific to the industry/sector, know and understand:</p> <ol style="list-style-type: none"> <li>a. Legal, regulatory and ethical requirements</li> <li>b. Procedures to follow if someone does not meet the requirements</li> </ol> <p>KA4. Customer specific requirements mandated as a part of work process</p>
<b>D. Technical/ Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Country / customer specific regulations for sector and their importance</p> <p>KB2. Reporting procedure in case of deviations</p> <p>KB3. Limits of personal responsibility</p>
<b>Skills (S)</b>	
<b>C. Core Skills/ Generic Skills</b>	<p>On the job the individual needs to be able to:</p> <p>SA1. Plan and manage work routine based on company procedure</p> <p>SA2. Positively influence team members into following procedures</p> <p>SA3. Participate and influence organization's response towards these procedures</p>
<b>D. Professional Skills</b>	<p>On the job the individual needs to be able to:</p> <p>SB1. Take appropriate decisions related to responsibilities</p> <p>SB2. Practice a customer service oriented approach</p>

**NOS Version Control**

<b>NOS Code</b>	LSS/N0105		
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		<b>Next review date</b>	24 <sup>th</sup> December 2014

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