



Drum Operator

QP Code: LSS/Q0301

Version: 1.0

NSQF Level: 4

Leather Sector Skill Council || GCV House, 1st Floor, No.81, Nungambakkam High Road,
Nungambakkam
Chennai - 600034 || email:vimal@leatherssc.org

Qualification Pack

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LSS/Q0301: Drum Operator

Brief Job Description

A Drum Operator works at the tannery and processes hides by loading them into large rotating wooden drums adding the necessary floats and chemicals as per specifications, maintains the temperature in the drums and completes the required quality checks to ensure completion of processing. He/she is responsible for safe and efficient operations of the machine and related equipments.

Personal Attributes

The Drum Operator should take initiative in completing the targets set and display a quality orientation. He/she should be mentally and physically active and alert to monitor the various processes using the drums.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [LSS/N0301: Carry out soaking operation](#)
2. [LSS/N0302: Carry out liming operation](#)
3. [LSS/N0303: Carry out pickling operation](#)
4. [LSS/N0304: Carry out tanning operation](#)
5. [LSS/N0305: Contribute to achieving product quality in drum operations](#)
6. [LSS/N8501: Maintain the work area, tools and machines](#)
7. [LSS/N8601: Maintain health, safety and security at workplace](#)
8. [LSS/N8701: Comply with industry, regulatory and organizational requirements](#)

Qualification Pack (QP) Parameters

Sector	Leather
Sub-Sector	Finished Leather
Occupation	Drum Operations
Country	India

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NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2004/8265.70
Minimum Educational Qualification & Experience	5th Class with 2-3 Years of experience Helper in finished leather operations preferred
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	On the Job Training
Minimum Job Entry Age	18 Years
Last Reviewed On	31/03/2015
Next Review Date	31/03/2022
NSQC Approval Date	19/12/2018
Version	1.0
Reference code on NQR	2019/LT/LSSC/03006
NQR Version	1.0

LSS/N0301: Carry out soaking operation

Description

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

Scope

This unit/task covers the following:

- Preparatory work
- Soaking Operation
- Reporting & Documentation
- Sorting & Placing

Elements and Performance Criteria

Preparatory work

To be competent, the user/individual on the job must be able to:

- PC1.** make sure the work area is free from hazards
- PC2.** obtain, check and confirm the data on the work ticket or job card
- PC3.** determine loads and batches for soaking operations
- PC4.** position self to achieve operator comfort and to minimise fatigue
- PC5.** load drums with hides for soaking operations that have completed the pre-soaking process in the soaking pit
- PC6.** ensure the right addition of water and surfactants to help in the removal of salt, dirt, debris, blood and excess animal fats
- PC7.** ensure that the soaking process has restored moisture that has been lost
- PC8.** verify the salinity and temperature of solutions, using salinometer and thermometer
- PC9.** lubricate equipments and machine, if required, and help the mechanic to repair machines in case of breakdown
- PC10.** ask questions to obtain more information on tasks when the instructions are unclear
- PC11.** agree and review agreed upon work targets with the supervisor

Soaking Operation

To be competent, the user/individual on the job must be able to:

- PC12.** perform washing of drums in between processes
- PC13.** turn valves to admit water and steam to drum
- PC14.** turn valve to transfer solutions to drum during specified processing cycles.
- PC15.** move lever to activate drum to clean and wash hides.
- PC16.** replace solid door of drum with perforated door at specified intervals to filter waste from drum at completion of cycles

Reporting & Documentation

To be competent, the user/individual on the job must be able to:

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- PC17.** report appropriately about defective in equipment and machine
- PC18.** which affect work
- PC19.** report any damaged work to the responsible person
- PC20.** comply with written instructions
- PC21.** provide inputs to complete forms, records and other documentation

Sorting & Placing

To be competent, the user/individual on the job must be able to:

- PC22.** direct the helpers to pile the soaked hides and transfer to the next
- PC23.** stage of production with minimum risk of damage
- PC24.** leave work area safe and secure when work is complete

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** job details, responsibilities and expected performance outcomes
- KU2.** standard operating procedures for machinery and equipments
- KU3.** the organizations rules, guidelines and standards
- KU4.** adherence to quality standards
- KU5.** work target/ review mechanism with the supervisor for obtaining/
- KU6.** giving feedback related to performance
- KU7.** contact person in case of queries on procedure or products
- KU8.** method to handle tools and equipment safely and the health and safety implications of not doing so b.
- KU9.** preparatory work prior to commencing operations
- KU10.** the main types and characteristics of hides, skins or leather produced by the company
- KU11.** information on work specifications, standard operating procedures for drums, work instructions and other reference material
- KU12.** quality specifications for soaking operation
- KU13.** right method of loading into the drums, switching it on, temperature control, washing of drums and valve control
- KU14.** sequence of drum operations in the tannery
- KU15.** knowledge on surfactants for soaking
- KU16.** basic functions and inputs of the rotary drum such as drum speed, drum dimensions, salt concentration
- KU17.** common faults of hide
- KU18.** method to handle hides and materials and avoid making them unusable
- KU19.** methods of checking if output has met the required specification
- KU20.** minor machine maintenance in accordance with workplace procedures
- KU21.** common faults in tools and equipment and implications of working with faulty equipment
- KU22.** procedure to correctly switch off the machine on completion of work and do the necessary cleaning and maintenance activities

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- KU23.** inputs required to ensure records and other documentation can be completed where required
- KU24.** method of sharing domain related information with team members
- KU25.** manufacturers instructions

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in English/ local language as applicable
- GS2.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS3.** read English/ local language as applicable
- GS4.** read and understand manuals, health and safety instructions, memos, reports, job cards etc.
- GS5.** listen actively
- GS6.** communicate effectively with supervisors, managers, etc.
- GS7.** analyse the defects and the procedure for dealing with it
- GS8.** take appropriate actions in terms of any deviations from the process
- GS9.** plan work according to the required schedule and location
- GS10.** produce as per the specified productivity targets
- GS11.** organise the required materials sequentially
- GS12.** evaluate the soaking operation is as per customer standards
- GS13.** review the defects and take appropriate actions
- GS14.** evaluate and assess the pre finished leather for any modifications and corrections
- GS15.** assess and control the quality standards of semi finished leather as per customer standards

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparatory work</i>	10	28	-	-
PC1. make sure the work area is free from hazards	-	2	-	-
PC2. obtain, check and confirm the data on the work ticket or job card	3	2	-	-
PC3. determine loads and batches for soaking operations	-	3	-	-
PC4. position self to achieve operator comfort and to minimise fatigue	-	3	-	-
PC5. load drums with hides for soaking operations that have completed the pre-soaking process in the soaking pit	-	3	-	-
PC6. ensure the right addition of water and surfactants to help in the removal of salt, dirt, debris, blood and excess animal fats	-	2	-	-
PC7. ensure that the soaking process has restored moisture that has been lost	2	3	-	-
PC8. verify the salinity and temperature of solutions, using salinometer and thermometer	3	2	-	-
PC9. lubricate equipments and machine, if required, and help the mechanic to repair machines in case of breakdown	-	2	-	-
PC10. ask questions to obtain more information on tasks when the instructions are unclear	2	3	-	-
PC11. agree and review agreed upon work targets with the supervisor	-	3	-	-
<i>Soaking Operation</i>	5	11	-	-
PC12. perform washing of drums in between processes	-	2	-	-
PC13. turn valves to admit water and steam to drum	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. turn valve to transfer solutions to drum during specified processing cycles.	-	2	-	-
PC15. move lever to activate drum to clean and wash hides.	3	2	-	-
PC16. replace solid door of drum with perforated door at specified intervals to filter waste from drum at completion of cycles	-	2	-	-
<i>Reporting & Documentation</i>	-	10	-	-
PC17. report appropriately about defective in equipment and machine	-	2	-	-
PC18. which affect work	-	2	-	-
PC19. report any damaged work to the responsible person	-	2	-	-
PC20. comply with written instructions	-	2	-	-
PC21. provide inputs to complete forms, records and other documentation	-	2	-	-
<i>Sorting & Placing</i>	-	6	-	-
PC22. direct the helpers to pile the soaked hides and transfer to the next	-	2	-	-
PC23. stage of production with minimum risk of damage	-	2	-	-
PC24. leave work area safe and secure when work is complete	-	2	-	-
NOS Total	15	55	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N0301
NOS Name	Carry out soaking operation
Sector	Leather
Sub-Sector	Finished Leather
Occupation	Drum Operations
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	31/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/12/2018

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LSS/N0302: Carry out liming operation

Description

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

Scope

This unit/task covers the following:

- Preparatory operations
- Liming operation
- Reporting & documentation
- Sorting & placing

Elements and Performance Criteria

Preparatory operations

To be competent, the user/individual on the job must be able to:

- PC1.** make sure the work area is free from hazards
- PC2.** obtain, check and confirm the data on the work ticket or job card
- PC3.** determine loads and batches for liming operations
- PC4.** position self to achieve operator comfort and to minimise fatigue
- PC5.** load drums with hides for liming operations that have completed the soaking process
- PC6.** ensure the right mix and quantity of addition of lime paint/lime liquor as per the specification
- PC7.** ensure that the liming process is completed as per specification where hides have to appear swollen with an increased thickness
- PC8.** verify salinity and temperature of solutions, using salinometer and thermometer
- PC9.** lubricate equipments and machine, if required, and help the mechanic to repair machines in case of breakdown
- PC10.** ask questions to obtain more information on tasks when the instructions are unclear
- PC11.** agree and review agreed upon work targets with the supervisor

Liming Operation

To be competent, the user/individual on the job must be able to:

- PC12.** perform washing of drums in between processes
- PC13.** turn valves to admit water and steam to drum
- PC14.** turn valve to transfer solutions to drum during specified processing cycles
- PC15.** replace solid door of drum with perforated door at specified intervals to filter waste from drum at completion of cycles

Reporting & Documentation

To be competent, the user/individual on the job must be able to:

- PC16.** report appropriately about defects in equipment and machine which affect work

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PC17. report any damaged work to the responsible person

PC18. comply with written instructions

PC19. provide inputs to complete forms, records and other documentation

Sorting & Placing

To be competent, the user/individual on the job must be able to:

PC20. direct the assistant operator to pile the limed hides and transfer to the next stage of production with minimum risk of damage

PC21. leave work area safe and secure when work is complete

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. job details, responsibilities and expected performance outcomes

KU2. standard operating procedures for machinery and equipments

KU3. the organizations rules, guidelines and standards

KU4. adherence to quality standards

KU5. the main types and characteristics of hides, skins or leather produced by the company

KU6. work target/ review mechanism with the supervisor for obtaining/giving feedback related to performance

KU7. common hazards in the work area and workplace procedures for dealing with them

KU8. contact person in case of queries on procedure or products

KU9. method to handle tools and equipment safely and the health and safety implications of not doing so

KU10. to read, write and do basic calculations

KU11. preparatory work prior to commencing operations

KU12. information on work specifications, standard operating procedures for drums, work instructions and other reference material

KU13. quality specifications for liming operation

KU14. right method of loading into the drums, switching it on, temperature control, washing of drums and valve control

KU15. sequence of drum operations in the tannery

KU16. knowledge on surfactants for liming

KU17. basic functions and inputs of the drum such as drum speed, drum dimensions, salt concentration

KU18. identification of the common faults of hide

KU19. method to handle hides and materials and avoid making them unusable

KU20. methods of checking if output has met the required specification

KU21. common faults in tools and equipment and implications of working with faulty equipment

KU22. procedure to correctly switch off the machine on completion of work and do the necessary cleaning and maintenance activities

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- KU23.** inputs required to ensure records and other documentation can be completed where required
- KU24.** method of sharing domain related information with team members
- KU25.** manufacturers instructions

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in English/ local language as applicable
- GS2.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS3.** read English/ local language as applicable
- GS4.** read and understand manuals, health and safety instructions, memos, reports, job cards etc.
- GS5.** listen actively
- GS6.** communicate effectively with supervisors, managers, etc.
- GS7.** analyse the defects and the procedure for dealing with it
- GS8.** take appropriate actions in terms of any deviations from the process
- GS9.** plan work according to the required schedule and location
- GS10.** produce as per the specified productivity targets
- GS11.** organise the required materials sequentially
- GS12.** evaluate the liming operation is as per customer standards
- GS13.** review the defects and take appropriate actions
- GS14.** evaluate and assess the pre finished leather for any modifications and corrections
- GS15.** assess and control the quality standards of semi finished leather as per customer standards

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparatory operations</i>	8	28	-	-
PC1. make sure the work area is free from hazards	-	3	-	-
PC2. obtain, check and confirm the data on the work ticket or job card	-	3	-	-
PC3. determine loads and batches for liming operations	-	3	-	-
PC4. position self to achieve operator comfort and to minimise fatigue	-	2	-	-
PC5. load drums with hides for liming operations that have completed the soaking process	2	3	-	-
PC6. ensure the right mix and quantity of addition of lime paint/lime liquor as per the specification	3	2	-	-
PC7. ensure that the liming process is completed as per specification where hides have to appear swollen with an increased thickness	1	2	-	-
PC8. verify salinity and temperature of solutions, using salinometer and thermometer	2	2	-	-
PC9. lubricate equipments and machine, if required, and help the mechanic to repair machines in case of breakdown	-	2	-	-
PC10. ask questions to obtain more information on tasks when the instructions are unclear	-	3	-	-
PC11. agree and review agreed upon work targets with the supervisor	-	3	-	-
<i>Liming Operation</i>	7	9	-	-
PC12. perform washing of drums in between processes	1	2	-	-
PC13. turn valves to admit water and steam to drum	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. turn valve to transfer solutions to drum during specified processing cycles	1	2	-	-
PC15. replace solid door of drum with perforated door at specified intervals to filter waste from drum at completion of cycles	3	2	-	-
<i>Reporting & Documentation</i>	-	8	-	-
PC16. report appropriately about defects in equipment and machine which affect work	-	2	-	-
PC17. report any damaged work to the responsible person	-	2	-	-
PC18. comply with written instructions	-	2	-	-
PC19. provide inputs to complete forms, records and other documentation	-	2	-	-
<i>Sorting & Placing</i>	-	5	-	-
PC20. direct the assistant operator to pile the limed hides and transfer to the next stage of production with minimum risk of damage	-	3	-	-
PC21. leave work area safe and secure when work is complete	-	2	-	-
NOS Total	15	50	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N0302
NOS Name	Carry out liming operation
Sector	Leather
Sub-Sector	Finished Leather
Occupation	Drum Operations
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	31/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/12/2018

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LSS/N0303: Carry out pickling operation

Description

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

Scope

This unit/task covers the following:

- Preparatory work
- Pickling operation
- Reporting & documentation
- Sorting & placing

Elements and Performance Criteria

Preparatory Work

To be competent, the user/individual on the job must be able to:

- PC1.** make sure the work area is free from hazards
- PC2.** obtain, check and confirm the data on the work ticket or job card
- PC3.** determine loads and batches for pickling operations
- PC4.** position self to achieve operator comfort and to minimise fatigue
- PC5.** load drums with hides for pickling operations that have completed the bating process
- PC6.** ensure the water, sulfuric acid and salt are added as per the specification
- PC7.** lubricate equipment and machine, if required, and help the mechanic to repair machines in case of breakdown
- PC8.** ask questions to obtain more information on tasks when the instructions are unclear
- PC9.** agree and review agreed upon work targets with the supervisor

Pickling Operation

To be competent, the user/individual on the job must be able to:

- PC10.** perform regular checks to see the penetration by cutting the crosssection of a hide and observing the degree of penetration
- PC11.** ensure that the pickling process is completed with proper penetration of the salt and acid as per specification
- PC12.** verify salinity and temperature of solutions, using salinometer and thermometer
- PC13.** perform washing of drums in between processes
- PC14.** turn valves to admit water and steam to drum
- PC15.** turn valve to transfer solutions to drum during specified processing cycles
- PC16.** replace solid door of drum with perforated door at specified intervals to filter waste from drum at completion of cycles

Reporting & Documentation

To be competent, the user/individual on the job must be able to:

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PC17. report appropriately about defective in equipment and machinewhich affect work

PC18. report any damaged work to the responsible person

PC19. comply with written instructions

PC20. provide inputs to complete forms, records and other documentation

Sorting & Placing

To be competent, the user/individual on the job must be able to:

PC21. direct the assistant operator to pile the limed hides and transfer to the next stage of production with minimum risk of damage

PC22. leave work area safe and secure when work is complete

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. job details, responsibilities and expected performance outcomes

KU2. standard operating procedures for machinery and equipments

KU3. the organizations rules, guidelines and standards

KU4. quality standards for the process

KU5. work target/ review mechanism with the supervisor for obtaining/ giving feedback related to performance

KU6. common hazards in the work area and workplace procedures for dealing with them

KU7. contact person in case of queries on procedure or products

KU8. methods to handle tools and equipment safely and the health and safety implications of not doing so

KU9. preparatory work prior to commencing operations

KU10. information on work specifications, standard operating procedures for drums, work instructions and other reference material

KU11. quality specifications for pickling operation

KU12. right method of loading into the drums, switching it on, temperature control, washing of drums and valve control

KU13. sequence of drum operations in the tannery

KU14. knowledge on surfactants for pickling

KU15. basic functions and inputs of the drum such as drum speed, drum dimensions, salt concentration

KU16. identification of the common faults of hide

KU17. method to handle hides and materials and avoid making them unusable

KU18. methods of checking if output has met the required specification

KU19. carry out minor machine maintenance in accordance with workplace procedures

KU20. common faults in tools and equipment and implications of working with faulty equipment

KU21. procedure to correctly switch off the machine on completion of work and do the necessary cleaning and maintenance activities

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- KU22.** inputs required to ensure records and other documentation can be completed where required
- KU23.** method of sharing domain related information with team members
- KU24.** manufacturers instructions

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in English/ local language as applicable
- GS2.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS3.** read English/ local language as applicable
- GS4.** read and understand manuals, health and safety instructions, memos, reports, job cards etc
- GS5.** listen actively
- GS6.** communicate effectively with supervisors, managers, etc
- GS7.** analyse the defects and the procedure for dealing with it
- GS8.** take appropriate actions in terms of any deviations from the process
- GS9.** plan work according to the required schedule and location
- GS10.** produce as per the specified productivity targets
- GS11.** organise the required materials sequentially
- GS12.** evaluate the picking operation is as per customer standards
- GS13.** review the defects and take appropriate actions
- GS14.** evaluate and assess the pre finished leather for any modifications and corrections
- GS15.** assess and control the quality standards of semi finished leather as per customer standards

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparatory Work</i>	5	17	-	-
PC1. make sure the work area is free from hazards	-	1	-	-
PC2. obtain, check and confirm the data on the work ticket or job card	-	2	-	-
PC3. determine loads and batches for pickling operations	-	2	-	-
PC4. position self to achieve operator comfort and to minimise fatigue	5	2	-	-
PC5. load drums with hides for pickling operations that have completed the bating process	-	2	-	-
PC6. ensure the water, sulfuric acid and salt are added as per the specification	-	2	-	-
PC7. lubricate equipment and machine, if required, and help the mechanic to repair machines in case of breakdown	-	2	-	-
PC8. ask questions to obtain more information on tasks when the instructions are unclear	-	2	-	-
PC9. agree and review agreed upon work targets with the supervisor	-	2	-	-
<i>Pickling Operation</i>	10	11	-	-
PC10. perform regular checks to see the penetration by cutting the crosssection of a hide and observing the degree of penetration	5	2	-	-
PC11. ensure that the pickling process is completed with proper penetration of the salt and acid as per specification	5	2	-	-
PC12. verify salinity and temperature of solutions, using salinometer and thermometer	-	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. perform washing of drums in between processes	-	1	-	-
PC14. turn valves to admit water and steam to drum	-	1	-	-
PC15. turn valve to transfer solutions to drum during specified processing cycles	-	2	-	-
PC16. replace solid door of drum with perforated door at specified intervals to filter waste from drum at completion of cycles	-	1	-	-
<i>Reporting & Documentation</i>	-	5	-	-
PC17. report appropriately about defective in equipment and machine which affect work	-	2	-	-
PC18. report any damaged work to the responsible person	-	1	-	-
PC19. comply with written instructions	-	1	-	-
PC20. provide inputs to complete forms, records and other documentation	-	1	-	-
<i>Sorting & Placing</i>	-	2	-	-
PC21. direct the assistant operator to pile the limed hides and transfer to the next stage of production with minimum risk of damage	-	1	-	-
PC22. leave work area safe and secure when work is complete	-	1	-	-
NOS Total	15	35	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N0303
NOS Name	Carry out pickling operation
Sector	Leather
Sub-Sector	Finished Leather
Occupation	Drum Operations
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	31/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/12/2018

Qualification Pack

LSS/N0304: Carry out tanning operation

Description

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

Scope

This unit/task covers the following:

- Preparatory Work
- Reporting & Documentation
- Sorting & Placing

Elements and Performance Criteria

Preparatory Work

To be competent, the user/individual on the job must be able to:

- PC1.** make sure the work area is free from hazards
- PC2.** obtain, check and confirm the data on the work ticket or job card
- PC3.** determine loads and batches for tanning operations
- PC4.** position self to achieve operator comfort and to minimise fatigue
- PC5.** lubricate equipments and machine, if required, and help the mechanic to repair machines in case of breakdown
- PC6.** ask questions to obtain more information on tasks when the instructions are unclear
- PC7.** agree and review agreed upon work targets with the supervisor

Reporting & Documentation

To be competent, the user/individual on the job must be able to:

- PC8.** report appropriately about defective in equipment and machine which affect work
- PC9.** report any damaged work to the responsible person
- PC10.** comply with written instructions
- PC11.** provide inputs to complete forms, records and other documentation

Sorting & Placing

To be competent, the user/individual on the job must be able to:

- PC12.** direct the assistant operator to pile the limed hides and transfer to the next stage of production with minimum risk of damage
- PC13.** leave work area safe and secure when work is complete

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** load drums with hides for tanning operations that have completed the bating and pickling process
- KU2.** ensure the tanning agents are added as per the specification
- KU3.** perform regular checks to see the penetration by cutting the cross section of a hide and observing the degree of penetration
- KU4.** ensure that the tanning process is completed with proper penetration of the salt and acid as per specification
- KU5.** verify salinity and temperature of solutions, using salinometer and thermometer
- KU6.** perform washing of drums in between processes
- KU7.** turn valves to admit water and steam to drum
- KU8.** turn valve to transfer solutions to drum during specified processing cycles.
- KU9.** replace solid door of drum with perforated door at specified intervals to filter waste from drum at completion of cycles
- KU10.** to read, write and do basic calculations
- KU11.** preparatory work prior to commencing operations
- KU12.** information on work specifications, standard operating procedures for drums, work instructions and other reference material
- KU13.** quality specifications for tanning operation
- KU14.** right method of loading into the drums, switching it on, temperature control, washing of drums and valve control
- KU15.** sequence of drum operations in the tannery
- KU16.** knowledge on surfactants for tanning
- KU17.** basic functions and inputs of the drum such as drum speed, drum dimensions, salt concentration
- KU18.** identification of the common faults of hide
- KU19.** method to handle hides and materials and avoid making them unusable
- KU20.** methods of checking if output has met the required specification
- KU21.** carry out minor machine maintenance in accordance with workplace procedures
- KU22.** common faults in tools and equipment and implications of working with faulty equipment
- KU23.** procedure to correctly switch off the machine on completion of work and do the necessary cleaning and maintenance activities
- KU24.** inputs required to ensure records and other documentation can be completed where required
- KU25.** method of sharing domain related information with team members
- KU26.** manufacturers instructions

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in English/ local language as applicable
- GS2.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company

Qualification Pack

- GS3.** read English/ local language as applicable
- GS4.** read and understand manuals, health and safety instructions, memos, reports, job cards etc
- GS5.** listen actively
- GS6.** communicate effectively with supervisors, managers, etc
- GS7.** analyse the defects and the procedure for dealing with it
- GS8.** take appropriate actions in terms of any deviations from the process
- GS9.** plan work according to the required schedule and location
- GS10.** produce as per the specified productivity targets
- GS11.** organise the required materials sequentially
- GS12.** evaluate the tanning operation is as per customer standards
- GS13.** review the defects and take appropriate actions
- GS14.** evaluate and assess the pre finished leather for any modifications and corrections
- GS15.** assess and control the quality standards of semi finished leather as per customer standards

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparatory Work</i>	5	13	-	-
PC1. make sure the work area is free from hazards	-	2	-	-
PC2. obtain, check and confirm the data on the work ticket or job card	-	2	-	-
PC3. determine loads and batches for tanning operations	-	2	-	-
PC4. position self to achieve operator comfort and to minimise fatigue	5	2	-	-
PC5. lubricate equipments and machine, if required, and help the mechanic to repair machines in case of breakdown	-	2	-	-
PC6. ask questions to obtain more information on tasks when the instructions are unclear	-	2	-	-
PC7. agree and review agreed upon work targets with the supervisor	-	1	-	-
<i>Reporting & Documentation</i>	10	8	-	-
PC8. report appropriately about defective in equipment and machine which affect work	-	2	-	-
PC9. report any damaged work to the responsible person	-	2	-	-
PC10. comply with written instructions	5	2	-	-
PC11. provide inputs to complete forms, records and other documentation	5	2	-	-
<i>Sorting & Placing</i>	-	4	-	-
PC12. direct the assistant operator to pile the limed hides and transfer to the next stage of production with minimum risk of damage	-	2	-	-
PC13. leave work area safe and secure when work is complete	-	2	-	-



LEATHER
SECTOR
SKILL
COUNCIL



सत्यमेव जयते
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MINISTRY OF SKILL DEVELOPMENT
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N · S · D · C

National
Skill Development
Corporation

Transforming the skill landscape

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	15	25	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSS/N0304
NOS Name	Carry out tanning operation
Sector	Leather
Sub-Sector	Finished Leather
Occupation	Drum Operations
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	31/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/12/2018

Qualification Pack

LSS/N0305: Contribute to achieving product quality in drum operations

Description

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

Scope

This unit/task covers the following:

- Inspection
- Reporting & Documentation
- Sorting & Placing

Elements and Performance Criteria

Inspection

To be competent, the user/individual on the job must be able to:

- PC1.** check and confirm instructions given, assess if materials received are fit for specified drum operation
- PC2.** conduct all necessary settings and preparation for drum operation in accordance with specifications and workplace standard procedures to meet the quality standards
- PC3.** check quality visually on a continuous basis to ensure standard is maintained
- PC4.** ensure that after soaking the hide is clean, water content of the hide is approximately 65% and absence of salts
- PC5.** ensure the drum operations meets procedural specifications with regard to temperature, time, air quality, water quality, ageing of hides and addition of surfactant
- PC6.** ensure natural oils and proteins are washed out of the hide after liming
- PC7.** ensure covering of limed hides to prevent lime blast and avoid dragging grain down over floor or other surfaces
- PC8.** follow the temperature specifications (Cold water -80F max.) to de- lime the grain before proceeding to warm washing and warm bating at 97F
- PC9.** ensure that in the pickling, the ph-value of the hide is lowered by adding acid and salt to prepare the hide for the addition of tanning agent.
- PC10.** monitor the drum operations till hide has reached a ph-value of about 3 throughout its full width so that it is ready for the adding of the tanning agent
- PC11.** ensure at the end point of bating it leads to mobility and removal of natural pigment, thumb print impression and air permeability
- PC12.** make certain that drums are filtered and cleaned at completion of cycles
- PC13.** maintain the continuity of production with minimum interruptions and downtime
- PC14.** maintain the required productivity and quality levels

Reporting & Documentation

To be competent, the user/individual on the job must be able to:

Qualification Pack

PC15. identify causes of faults and take action to rectify the same to maintain product quality

PC16. follow reporting procedures where the cause of faults cannot be identified

Sorting & Placing

To be competent, the user/individual on the job must be able to:

PC17. pass the processed hides with support of the assistant operator for

PC18. leave work area safe and secure when work is complete next process

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the organization's rules, codes, guidelines and standards

KU2. quality systems and procedures

KU3. limits of personal responsibility

KU4. process of reporting quality deviations

KU5. process of operating equipments

KU6. responsibilities under the Health & Safety Act

KU7. interpretation of quality specifications and setting machinery for operation

KU8. the different types of faults likely to be found and method to put them right

KU9. the different techniques and methods used to detect faults

KU10. the inspection methods that can be used

KU11. importance of product checks

KU12. the acceptable solutions for particular faults

KU13. the consequences of not rectifying problems

KU14. the types of adjustments suitable for specific types of faults

KU15. responsibilities at work during production

KU16. company's quality and production targets and the effect of not meeting these on self and/or the team

KU17. difference between correctable and non-correctable faults

KU18. manufacturer's instructions

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. write in English/ local language as applicable

GS2. fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company

GS3. read English/ local language as applicable

GS4. read and understand manuals, health and safety instructions, memos, reports, job cards etc

GS5. listen actively

GS6. communicate effectively with supervisors, managers, etc

Qualification Pack

- GS7.** analyse the defects and the procedure for dealing with it
- GS8.** take appropriate actions in terms of any deviations from the process
- GS9.** plan work according to the required schedule and location
- GS10.** produce as per the specified productivity targets
- GS11.** organise the required materials sequentially
- GS12.** evaluate all the processes in drum operations is as per customer standards
- GS13.** review the defects and take appropriate actions
- GS14.** evaluate and assess the pre finished leather for any modifications and corrections
- GS15.** assess and control the quality standards of semi finished leather as per customer standards

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Inspection</i>	10	11.5	-	-
PC1. check and confirm instructions given, assess if materials received are fit for specified drum operation	5	1	-	-
PC2. conduct all necessary settings and preparation for drum operation in accordance with specifications and workplace standard procedures to meet the quality standards	-	1	-	-
PC3. check quality visually on a continuous basis to ensure standard is maintained	-	0.5	-	-
PC4. ensure that after soaking the hide is clean, water content of the hide is approximately 65% and absence of salts	-	1	-	-
PC5. ensure the drum operations meets procedural specifications with regard to temperature, time, air quality, water quality, ageing of hides and addition of surfactant	5	0.5	-	-
PC6. ensure natural oils and proteins are washed out of the hide after liming	-	1	-	-
PC7. ensure covering of limed hides to prevent lime blast and avoid dragging grain down over floor or other surfaces	-	1	-	-
PC8. follow the temperature specifications (Cold water -80F max.) to de- lime the grain before proceeding to warm washing and warm bating at 97F	-	1	-	-
PC9. ensure that in the pickling, the ph-value of the hide is lowered by adding acid and salt to prepare the hide for the addition of tanning agent.	-	0.5	-	-
PC10. monitor the drum operations till hide has reached a ph-value of about 3 throughout its full width so that it is ready for the adding of the tanning agent	-	1	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. ensure at the end point of bating it leads to mobility and removal of natural pigment, thumb print impression and air permeability	-	1	-	-
PC12. make certain that drums are filtered and cleaned at completion of cycles	-	0.5	-	-
PC13. maintain the continuity of production with minimum interruptions and downtime	-	1	-	-
PC14. maintain the required productivity and quality levels	-	0.5	-	-
<i>Reporting & Documentation</i>	-	2	-	-
PC15. identify causes of faults and take action to rectify the same to maintain product quality	-	1	-	-
PC16. follow reporting procedures where the cause of faults cannot be identified	-	1	-	-
<i>Sorting & Placing</i>	-	1.5	-	-
PC17. pass the processed hides with support of the assistant operator for	-	0.5	-	-
PC18. leave work area safe and secure when work is complete next process	-	1	-	-
NOS Total	10	15	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSS/N0305
NOS Name	Contribute to achieving product quality in drum operations
Sector	Leather
Sub-Sector	Finished Leather
Occupation	Drum Operations
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	31/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/12/2018

Qualification Pack

LSS/N8501: 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:

- Maintenance of the work area, tools and machines

Elements and Performance Criteria

Maintenance of work area, tools and machines

To be competent, the user/individual on the job must be able to:

- PC1.** handle materials, machinery, equipment and tools safely and correctly
- PC2.** use correct lifting and handling procedures
- PC3.** use materials to minimize waste
- PC4.** prepare and organize work
- PC5.** maintain a clean and hazard free working area
- PC6.** deal with work interruptions
- PC7.** move around the workplace with care
- PC8.** maintain tools and equipment
- PC9.** carry out running maintenance within agreed schedules
- PC10.** carry out maintenance and/or cleaning outside responsibility
- PC11.** report unsafe equipment and other dangerous occurrences
- PC12.** ensure that the correct machine guards are in place
- PC13.** work in a comfortable position with the correct posture
- PC14.** use cleaning equipment and methods appropriate for the work to be carried out
- PC15.** dispose of waste safely in the designated location
- PC16.** store cleaning equipment safely after use
- PC17.** complete and store accurate records and documentation
- PC18.** maintain proper lighting, ventilation to make sure general comfort is there while working
- PC19.** give inputs and assist in completing documentation
- PC20.** report the need for maintenance and/or cleaning outside your area of responsibility
- PC21.** ensure safe and correct handling of materials, equipment and tools
- PC22.** maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration

Knowledge and Understanding (KU)

Qualification Pack

The individual on the job needs to know and understand:

- KU1.** personal hygiene and duty of care
- KU2.** safe working practices and organizational procedures
- KU3.** limits of ones own responsibility
- KU4.** ways of resolving with problems within the work area
- KU5.** the production process and the specific work activities that relate to the whole process
- KU6.** the lines of communication, authority and reporting procedures
- KU7.** the organizations rules, codes and guidelines (including timekeeping)
- KU8.** the companies quality standards
- KU9.** the types of records kept, how are they completed and the importance of keeping them accurate
- KU10.** the importance of complying with written instructions
- KU11.** equipment operating procedures / manufacturers instructions
- KU12.** statutory responsibilities under health, safety and environmental legislation and regulations
- KU13.** the quality standards and processes followed by the organization relevant to your role
- KU14.** documentation required for reporting
- KU15.** work instructions and specifications and interpret them accurately
- KU16.** method to make use of the information detailed in specifications and instructions
- KU17.** relation between work role and the overall manufacturing process
- KU18.** the importance of good time keeping and attendance
- KU19.** the importance of minimized production costs
- KU20.** the importance of taking action when problems are identified
- KU21.** different ways of minimizing waste
- KU22.** the importance of running maintenance and regular cleaning
- KU23.** effects of contamination on products i.e. machine oil, dirt
- KU24.** common faults with equipment and the method to rectify
- KU25.** maintenance procedures and manufacturers instructions
- KU26.** hazards likely to be encountered when conducting routine maintenance
- KU27.** different types of cleaning equipment and substances and their use
- KU28.** safe working practices for cleaning and the method of carrying them out
- KU29.** the production process and the specific work activities that relate to the whole process

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write and document appropriate technical forms, job cards, inspection sheets as required format of the company
- GS2.** read and comprehend basic english to read and interpret indicators in the machine and operating manuals, job cards, visual cards,
- GS3.** read and understand manuals, health and safety instructions, memos, reports, job cards etc

Qualification Pack

- GS4.** speak and communicate effectively to peers and supervisors
- GS5.** give clear instructions to co-workers, subordinates others
- GS6.** use correct technical term while interacting with supervisor
- GS7.** take appropriate decisions regarding to responsibilities
- GS8.** assess for any damage/faulty component in the concerned machinery and take action accordingly
- GS9.** evaluate the decision and conduct basic trouble shooting
- GS10.** plan and manage work routine based on company procedure
- GS11.** work with supervisors/ team mates to carry out work related tasks
- GS12.** plan for cleaning and lubricating the concerned machinery daily
- GS13.** plan for cleaning the concerned tools and workplace daily before and after operations
- GS14.** ensure and follow organizational procedures pertaining to health and safety are followed
- GS15.** solve operational role related issues
- GS16.** diagnose common problems in the machine based on visual inspection, sound, temperature etc.
- GS17.** analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintenance of work area, tools and machines</i>	15	35	-	-
PC1. handle materials, machinery, equipment and tools safely and correctly	-	2	-	-
PC2. use correct lifting and handling procedures	-	2	-	-
PC3. use materials to minimize waste	-	3	-	-
PC4. prepare and organize work	-	2	-	-
PC5. maintain a clean and hazard free working area	-	3	-	-
PC6. deal with work interruptions	-	2	-	-
PC7. move around the workplace with care	-	3	-	-
PC8. maintain tools and equipment	-	3	-	-
PC9. carry out running maintenance within agreed schedules	2	2	-	-
PC10. carry out maintenance and/or cleaning outside responsibility	1	1	-	-
PC11. report unsafe equipment and other dangerous occurrences	2	1	-	-
PC12. ensure that the correct machine guards are in place	-	1	-	-
PC13. work in a comfortable position with the correct posture	1	1	-	-
PC14. use cleaning equipment and methods appropriate for the work to be carried out	2	1	-	-
PC15. dispose of waste safely in the designated location	2	1	-	-
PC16. store cleaning equipment safely after use	1	1	-	-
PC17. complete and store accurate records and documentation	1	1	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC18. maintain proper lighting, ventilation to make sure general comfort is there while working	1	1	-	-
PC19. give inputs and assist in completing documentation	-	1	-	-
PC20. report the need for maintenance and/or cleaning outside your area of responsibility	-	1	-	-
PC21. ensure safe and correct handling of materials, equipment and tools	1	1	-	-
PC22. maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration	1	1	-	-
NOS Total	15	35	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSS/N8501
NOS Name	Maintain the work area, tools and machines
Sector	Leather
Sub-Sector	Footwear, Goods & Garments, Finished Leather
Occupation	All Occupations
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	31/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	18/06/2015

Qualification Pack

LSS/N8601: 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:

- Compliance with health, safety and security requirements at work

Elements and Performance Criteria

Compliance with health, safety and security requirements at work

To be competent, the user/individual on the job must be able to:

- PC1.** comply with health and safety related instructions applicable to the workplace
- PC2.** use and maintain personal protective equipment as per protocol
- PC3.** carry out own activities in line with approved guidelines and procedures
- PC4.** maintain a healthy lifestyle and guard against dependency on intoxicants
- PC5.** follow environment management system related procedures
- PC6.** identify and correct (if possible) malfunctions in machinery and equipment
- PC7.** report any service malfunctions that cannot be rectified
- PC8.** store materials and equipment in line with manufacturers and organizational requirements
- PC9.** safely handle and move waste and debris
- PC10.** minimize health and safety risks to self and others due to own actions
- PC11.** seek clarifications, from supervisors or other authorized personnel in case of perceived risks
- PC12.** monitor the workplace and work processes for potential risks and threats
- PC13.** carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned
- PC14.** report hazards and potential risks/ threats to supervisors or other authorized personnel
- PC15.** participate in mock drills/ evacuation procedures organized at the workplace
- PC16.** undertake first aid, fire-fighting and emergency response training, if asked to do so
- PC17.** take action based on instructions in the event of fire, emergencies or accidents
- PC18.** follow organization procedures for shutdown and evacuation when required

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** health and safety related practices applicable at the workplace

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- KU2.** potential hazards, risks and threats based on nature of operations
- KU3.** organizational procedures for safe handling of equipment and machine operations
- KU4.** potential risks due to own actions and methods to minimize these
- KU5.** environmental management system related procedures at the workplace
- KU6.** layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points
- KU7.** potential accidents and emergencies and response to these scenarios
- KU8.** reporting protocol and documentation required
- KU9.** details of personnel trained in first aid, fire-fighting and emergency response
- KU10.** actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
- KU11.** occupational health and safety risks
- KU12.** personal protective equipment and method of use
- KU13.** identification, handling and storage of hazardous substances
- KU14.** proper disposal system for waste and by-products
- KU15.** signage related to health and safety and their meaning
- KU16.** importance of sound health, hygiene and good habits
- KU17.** ill-effects of alcohol, tobacco and drugs

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** document and report any health and safety related incidents/ accidents
- GS2.** read and comprehend manuals of operations
- GS3.** read all organizational and equipment related health and safety manuals and documents
- GS4.** read instructions, guidelines/procedures/rules related to the worksite and machine operations
- GS5.** give clear instructions to co-workers, subordinates and other personnel
- GS6.** use correct technical terms while interacting with supervisor
- GS7.** make an appropriate timely decision in responding to emergencies/accidents in line with organization
- GS8.** evaluate and use correct ppe and other safety gear while at the workplace
- GS9.** work with supervisors/ team mates to carry out work related tasks
- GS10.** plan work according to the required schedule
- GS11.** keep work area free from potential hazards
- GS12.** ensure and follow organizational procedures pertaining to health and safety are followed
- GS13.** take appropriate actions during emergencies, accidents or fire at the workplace
- GS14.** resolve issues pertaining to malfunctions in machineries and report if required
- GS15.** identify emergency situations
- GS16.** identify cause effect relationship for the emergencies



Qualification Pack

GS17. analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Compliance with health, safety and security requirements at work</i>	10	15	-	-
PC1. comply with health and safety related instructions applicable to the workplace	5	1	-	-
PC2. use and maintain personal protective equipment as per protocol	-	0.5	-	-
PC3. carry out own activities in line with approved guidelines and procedures	-	0.5	-	-
PC4. maintain a healthy lifestyle and guard against dependency on intoxicants	-	0.5	-	-
PC5. follow environment management system related procedures	5	0.5	-	-
PC6. identify and correct (if possible) malfunctions in machinery and equipment	-	1	-	-
PC7. report any service malfunctions that cannot be rectified	-	1	-	-
PC8. store materials and equipment in line with manufacturers and organizational requirements	-	0.5	-	-
PC9. safely handle and move waste and debris	-	0.5	-	-
PC10. minimize health and safety risks to self and others due to own actions	-	1	-	-
PC11. seek clarifications, from supervisors or other authorized personnel incase of perceived risks	-	1	-	-
PC12. monitor the workplace and work processes for potential risks and threats	-	1	-	-
PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	-	1	-	-
PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel	-	1	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. participate in mock drills/ evacuation procedures organized at the workplace	-	1	-	-
PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so	-	1	-	-
PC17. take action based on instructions in the event of fire, emergencies or accidents	-	1	-	-
PC18. follow organization procedures for shutdown and evacuation when required	-	1	-	-
NOS Total	10	15	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSS/N8601
NOS Name	Maintain health, safety and security at workplace
Sector	Leather
Sub-Sector	Footwear, Goods & Garments, Finished Leather
Occupation	All Occupations
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	31/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	18/06/2015

Qualification Pack

LSS/N8701: 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:

- Compliance with industry, regulatory and organizational requirements

Elements and Performance Criteria

Compliance with industry, regulatory and organizational requirements

To be competent, the user/individual on the job must be able to:

- 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 (KU)

The individual on the job needs to know and understand:

- KU1.** the importance of having an ethical and value-based approach to governance
- KU2.** benefits to the company and oneself due to practice of these procedures
- KU3.** specific to the industry/sector, know and understand: legal, regulatory and ethical requirements procedures to follow if someone does not meet the requirements
- KU4.** customer specific requirements mandated as a part of the work process
- KU5.** country / customer specific regulations for the sector and their importance
- KU6.** reporting procedure in case of deviations
- KU7.** limits of personal responsibility

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Compliance with industry, regulatory and organizational requirements</i>	10	15	-	-
PC1. carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	5	3	-	-
PC2. seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel	5	3	-	-
PC3. apply and follow these policies and procedures within the work practices	-	3	-	-
PC4. provide support to the supervisor and team members in enforcing these considerations	-	3	-	-
PC5. identify and report any possible deviation to these requirements	-	3	-	-
NOS Total	10	15	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSS/N8701
NOS Name	Comply with industry, regulatory and organizational requirements
Sector	Leather
Sub-Sector	Footwear, Goods & Garments, Finished Leather
Occupation	All Occupations
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	31/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	18/06/2015

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Qualification Pack

Minimum Aggregate Passing % at QP Level : 50

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSS/N0301.Carry out soaking operation	15	55	-	-	70	21
LSS/N0302.Carry out liming operation	15	50	-	-	65	19
LSS/N0303.Carry out pickling operation	35	15	-	-	50	16
LSS/N0304.Carry out tanning operation	15	25	-	-	40	12
LSS/N0305.Contribute to achieving product quality in drum operations	10	15	-	-	25	8
LSS/N8501.Maintain the work area, tools and machines	15	35	-	-	50	15
LSS/N8601.Maintain health, safety and security at workplace	10	15	-	-	25	6
LSS/N8701.Comply with industry, regulatory and organizational requirements	10	15	-	-	25	3
Total	125	225	-	-	350	100



Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business 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.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) 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 (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications 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 verify that this is the appropriate OS they are looking for.
Scope	Scope is a 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 quality of performance required.

Qualification Pack

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.