



Cutter- Footwear

QP Code: LSS/Q2301

Version: 1.0

NSQF Level: 4

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Qualification Pack

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LSS/Q2301: Cutter- Footwear

Brief Job Description

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

Personal Attributes

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

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [LSS/N2301: Carry out cutting operations](#)
2. [LSS/N2302: Contribute to achieving product quality in cutting processes for Footwear](#)
3. [LSS/N8501: Maintain the work area, tools and machines](#)
4. [LSS/N8601: Maintain health, safety and security at workplace](#)
5. [LSS/N8701: Comply with industry, regulatory and organizational requirements](#)

Qualification Pack (QP) Parameters

Sector	Leather
Sub-Sector	Footwear
Occupation	Cutting
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO“2004/8266.22
Minimum Educational Qualification & Experience	5th Class with 2-3 Years of experience Helper in footwear manufacturing preferred

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Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
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/02994
NQR Version	1.0

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LSS/N2301: Carry out cutting operations

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for footwear material cutting operations by either hand or by machine and using appropriate tools, equipment and processes.

Scope

This unit/task covers the following:

- Prepare for cutting operations
- Carry out cutting operations

Elements and Performance Criteria

Prepare for cutting 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.** follow the instructions given on the work ticket or job card in line with the responsibilities of the job role
- PC3.** ask questions to obtain more information on tasks when the instructions are unclear
- PC4.** agree and review the agreed upon work targets with the supervisor and check for special instructions, if any
- PC5.** use the correct tools and equipment
- PC6.** check that equipment is safe and set up in readiness for use
- PC7.** select the correct component parts for the style being worked on
- PC8.** check that the materials to be used are free from faults
- PC9.** ensure the materials used meet the specification in terms of colour matching within a product/ between a pair of products, where applicable
- PC10.** report faults in the materials
- PC11.** carry out foundation footwear operations safely and at a rate which maintains work flow and meets production targets
- PC12.** process component parts to the quality standard required
- PC13.** correct work that does not conform to company quality standards
- PC14.** report any damaged work to the supervisor/ quality controller
- PC15.** report risks/ problems likely to affect services to the relevant person promptly and accurately
- PC16.** follow company reporting procedures about defective tools and machines which affect work
- PC17.** follow and utilize opportunities for learning
- PC18.** update and develop knowledge of the products
- PC19.** check with others when unsure of new product details
- PC20.** sort and place work to assist with the next stage of production and minimise the risk of damage

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- PC21.** seek feedback from team mates on work related performance
- PC22.** ask for help and information from the colleagues, when necessary, in a polite manner
- PC23.** anticipate and respond to requests for assistance from colleagues willingly and politely
- PC24.** leave work area safe and secure when work is complete
- PC25.** complete forms, records and other documentation
- PC26.** work in conformance to legal requirements, organizational policies and procedures
- PC27.** make sure the work area is free from hazards
- PC28.** obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of the job role
- PC29.** ask questions to obtain more information on tasks when the instructions are unclear
- PC30.** calculate the number of components needed for production
- PC31.** select the tools and materials for the work
- PC32.** set up the equipment
- PC33.** make sure that tools are safe and clean to use on the material
- PC34.** check the quality and characteristics of the material match the required standards before starting to cut
- PC35.** use tools and equipment for hand or machine cutting
- PC36.** make sure that when cutting the material avoid damaging self and others avoid damage to the knife and other equipment
- PC37.** avoid any imperfections in the material when cutting
- PC38.** calculate the components required
- PC39.** agree and review the agreed upon work targets with the supervisor
- PC40.** seek feedback from team mates on work related performance
- PC41.** ask for help and information from the colleagues, when necessary, in a polite manner
- PC42.** anticipate and respond to requests for assistance from colleagues willingly and politely
- PC43.** follow and utilize opportunities for learning
- PC44.** update and develop knowledge of the products
- PC45.** minimise wastage
- PC46.** meet company usage tolerances for efficient pattern interlocking
- PC47.** report risks/ problems likely to affect services to the relevant person promptly and accurately
- PC48.** check with others when unsure of new product details
- PC49.** identify and respond to imperfections, defects and damage due to mishandling
- PC50.** produce the required batch of components to match the job card and the company's production targets
- PC51.** report defects in the tools and equipment that do not have the authority to repair
- PC52.** dispose of waste materials safely and return re-useable materials
- PC53.** carry out closedown procedures on completion of work
- PC54.** make sure that the cut material is correctly sorted to assist the next stage of production carefully placed to minimise the risk of damage
- PC55.** complete forms, records and other documentation
- PC56.** work in conformance to legal requirements, organizational policies and procedures

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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** details of the various job roles and responsibilities
- KU2.** responsibilities and line of reporting within the work area
- KU3.** protocol to obtain more information on work related tasks
- KU4.** organizational policies and procedures
- KU5.** work target and review mechanism with the supervisor
- KU6.** method of obtaining/ giving feedback related to performance
- KU7.** importance of team work and harmonious working relationships
- KU8.** process for offering/ obtaining work related assistance
- KU9.** protocol and format for reporting work related risks/ problems
- KU10.** contact person in case of queries on procedure or products
- KU11.** common hazards in the work area and procedures for dealing with them
- KU12.** procedures for handling the tools and equipment
- KU13.** procedures with regard to material re-usage and disposal
- KU14.** quality standards and the reporting procedures
- KU15.** documentation required as part of the process
- KU16.** cutting efficiencies with regard to the material being cut
- KU17.** knowledge of footwear products and styles of footwear currently being produced
- KU18.** sources of updates on footwear and related areas
- KU19.** interpretation of body language (both positive and negative)
- KU20.** method of sharing domain related information with team members
- KU21.** method of interpreting product specifications
- KU22.** the relation between the data on the work ticket/ job card and the production schedules
- KU23.** method of safely setting up and closing down cutting and other equipment in the work station
- KU24.** equipment needed for the cutting activity
- KU25.** methods of calculating the number of components required
- KU26.** methods of cutting to ensure maximum usage and minimum wastage
- KU27.** common quality imperfections associated with the materials
- KU28.** main characteristics of the materials, method of identification and the means of cutting operations and subsequent operations
- KU29.** implications of using defective tools and machines on the materials
- KU30.** equipment operating procedures
- KU31.** manufacturers instructions

Generic Skills (GS)

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

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- 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.** take measurements and make drawings as per customer specifications
- GS13.** evaluate and ensure cutting of the materials is as per customer standards
- GS14.** review the defects and take appropriate actions
- GS15.** analyze the drawings and cut the material accordingly
- GS16.** evaluate and assess the cut materials for any modifications and corrections
- GS17.** assess and control the quality standards of the cut materials as per customer standards

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for cutting Operations</i>	30	70	-	-
PC1. make sure the work area is free from hazards	-	2	-	-
PC2. follow the instructions given on the work ticket or job card in line with the responsibilities of the job role	-	1	-	-
PC3. ask questions to obtain more information on tasks when the instructions are unclear	-	1	-	-
PC4. agree and review the agreed upon work targets with the supervisor and check for special instructions, if any	-	1	-	-
PC5. use the correct tools and equipment	5	1	-	-
PC6. check that equipment is safe and set up in readiness for use	-	1	-	-
PC7. select the correct component parts for the style being worked on	-	2	-	-
PC8. check that the materials to be used are free from faults	-	1	-	-
PC9. ensure the materials used meet the specification in terms of colour matching within a product/ between a pair of products, where applicable	5	2	-	-
PC10. report faults in the materials	-	1	-	-
PC11. carry out foundation footwear operations safely and at a rate which maintains work flow and meets production targets	-	2	-	-
PC12. process component parts to the quality standard required	-	2	-	-
PC13. correct work that does not conform to company quality standards	-	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. report any damaged work to the supervisor/ quality controller	-	1	-	-
PC15. report risks/ problems likely to affect services to the relevant person promptly and accurately	-	1	-	-
PC16. follow company reporting procedures about defective tools and machines which affect work	-	1	-	-
PC17. follow and utilize opportunities for learning	-	2	-	-
PC18. update and develop knowledge of the products	-	2	-	-
PC19. check with others when unsure of new product details	-	2	-	-
PC20. sort and place work to assist with the next stage of production and minimise the risk of damage	-	2	-	-
PC21. seek feedback from team mates on work related performance	-	1	-	-
PC22. ask for help and information from the colleagues, when necessary, in a polite manner	-	1	-	-
PC23. anticipate and respond to requests for assistance from colleagues willingly and politely	-	1	-	-
PC24. leave work area safe and secure when work is complete	-	1	-	-
PC25. complete forms, records and other documentation	-	1	-	-
PC26. work in conformance to legal requirements, organizational policies and procedures	-	1	-	-
PC27. make sure the work area is free from hazards	-	2	-	-
PC28. obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of the job role	-	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC29. ask questions to obtain more information on tasks when the instructions are unclear	-	1	-	-
PC30. calculate the number of components needed for production	-	1	-	-
PC31. select the tools and materials for the work	-	1	-	-
PC32. set up the equipment	-	1	-	-
PC33. make sure that tools are safe and clean to use on the material	-	1	-	-
PC34. check the quality and characteristics of the material match the required standards before starting to cut	-	1	-	-
PC35. use tools and equipment for hand or machine cutting	-	1	-	-
PC36. make sure that when cutting the material avoid damaging self and others avoid damage to the knife and other equipment	-	2	-	-
PC37. avoid any imperfections in the material when cutting	-	1	-	-
PC38. calculate the components required	5	2	-	-
PC39. agree and review the agreed upon work targets with the supervisor	-	1	-	-
PC40. seek feedback from team mates on work related performance	-	1	-	-
PC41. ask for help and information from the colleagues, when necessary, in a polite manner	5	2	-	-
PC42. anticipate and respond to requests for assistance from colleagues willingly and politely	-	1	-	-
PC43. follow and utilize opportunities for learning	-	1	-	-
PC44. update and develop knowledge of the products	-	1	-	-
PC45. minimise wastage	-	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC46. meet company usage tolerances for efficient pattern interlocking	-	1	-	-
PC47. report risks/ problems likely to affect services to the relevant person promptly and accurately	-	1	-	-
PC48. check with others when unsure of new product details	-	1	-	-
PC49. identify and respond to imperfections, defects and damage due to mishandling	-	1	-	-
PC50. produce the required batch of components to match the job card and the companys production targets	5	1	-	-
PC51. report defects in the tools and equipment that do not have the authority to repair	-	1	-	-
PC52. dispose of waste materials safely and return re-useable materials	5	1	-	-
PC53. carry out closedown procedures on completion of work	-	1	-	-
PC54. make sure that the cut material is correctly sorted to assist the next stage of production carefully placed to minimise the risk of damage	-	1	-	-
PC55. complete forms, records and other documentation	-	1	-	-
PC56. work in conformance to legal requirements, organizational policies and procedures	-	1	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N2301
NOS Name	Carry out cutting operations
Sector	Leather
Sub-Sector	Footwear
Occupation	Cutting
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/N2302: Contribute to achieving product quality in cutting processes for Footwear

Description

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

Scope

This unit/task covers the following:

- Contribute to achieving the product quality

Elements and Performance Criteria

Contribute to achieving the product quality

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

- PC1.** set up and test equipment to meet quality standard
- PC2.** ensure materials and component parts meet specifications
- PC3.** ensure the quality of the product meets specification during production
- PC4.** maintain the required productivity and quality levels
- PC5.** carry out quality checks at agreed intervals and in the approved way
- PC6.** apply the allowed tolerances
- PC7.** report and replace faulty materials and component parts which do not meet specification
- PC8.** identify process problems that effect product quality and report them promptly to appropriate people
- PC9.** maintain the continuity of production with minimum interruptions and downtime
- PC10.** identify faults and irregularities in equipment and machinery and take action within the limits of the responsibility
- PC11.** identify faults in finished products and trace their causes
- PC12.** follow reporting procedures where the cause of faults cannot be identified
- PC13.** maintain records and documentation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** types of problems with quality and how to report them to appropriate people
- KU2.** consequences of not rectifying problems
- KU3.** importance of keeping accurate quality records
- KU4.** methods to present any ideas for improvement to line manager
- KU5.** safe working practices and organisational procedures

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- KU6.** limits of the own responsibility
- KU7.** ways of resolving with problems within the work area
- KU8.** the importance of effective communication with colleagues
- KU9.** the lines of communication, authority and reporting procedures
- KU10.** the organisations rules, codes and guidelines (including timekeeping)
- KU11.** the companies quality standards
- KU12.** the types of records kept, methods to complete the record and the importance of keeping them accurate
- KU13.** the importance of complying with written instructions
- KU14.** equipment operating procedures / manufacturers instructions
- KU15.** statutory responsibilities under health, safety and environmental legislation and regulations
- KU16.** methods to receive work instructions and specifications and interpret them accurately
- KU17.** methods to make use of the information detailed in specifications and instructions
- KU18.** the types of faults in equipment and machinery and the action to be taken when they occur
- KU19.** process to identify materials which do not conform to requirements and how to report them to appropriate people
- KU20.** care and fabric content labels / symbols
- KU21.** awareness of material/fabric / yarn types
- KU22.** the causes of lost production and material wastage
- KU23.** process to maintain the flow of production
- KU24.** the importance of achieving quality and its relation to the end user /customer

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.** take measurements and make drawings as per customer specifications
- GS13.** evaluate and ensure cutting of the materials is as per customer standards
- GS14.** review the defects and take appropriate actions



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- GS15.** analyze the drawings and cut material accordingly
- GS16.** evaluate and assess the cut materials for any modifications and corrections
- GS17.** assess and control the quality standards of the cut materials as per customer standards

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Contribute to achieving the product quality</i>	35	15	-	-
PC1. set up and test equipment to meet quality standard	-	1	-	-
PC2. ensure materials and component parts meet specifications	-	1	-	-
PC3. ensure the quality of the product meets specification during production	5	1	-	-
PC4. maintain the required productivity and quality levels	5	1	-	-
PC5. carry out quality checks at agreed intervals and in the approved way	5	1	-	-
PC6. apply the allowed tolerances	5	1	-	-
PC7. report and replace faulty materials and component parts which do not meet specification	-	2	-	-
PC8. identify process problems that effect product quality and report them promptly to appropriate people	5	2	-	-
PC9. maintain the continuity of production with minimum interruptions and downtime	5	1	-	-
PC10. identify faults and irregularities in equipment and machinery and take action within the limits of the responsibility	-	1	-	-
PC11. identify faults in finished products and trace their causes	-	1	-	-
PC12. follow reporting procedures where the cause of faults cannot be identified	5	1	-	-
PC13. maintain records and documentation	-	1	-	-
NOS Total	35	15	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N2302
NOS Name	Contribute to achieving product quality in cutting processes for Footwear
Sector	Leather
Sub-Sector	Footwear
Occupation	Cutting
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/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)

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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

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- 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

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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	-	-

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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	-	-

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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



LEATHER
SECTOR
SKILL
COUNCIL



GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
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Transforming the skill landscape

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

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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.

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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/N2301.Carry out cutting operations	30	70	-	-	100	40
LSS/N2302.Contribute to achieving product quality in cutting processes for Footwear	35	15	-	-	50	20
LSS/N8501.Maintain the work area, tools and machines	15	35	-	-	50	20
LSS/N8601.Maintain health, safety and security at workplace	10	15	-	-	25	10
LSS/N8701.Comply with industry, regulatory and organizational requirements	10	15	-	-	25	10
Total	100	150	-	-	250	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.