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GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

Qualification Pack



Transforming the skill landscape



Stitching Operator

QP Code: LSS/Q2501

Version: 1.0

NSQF Level: 4

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Qualification Pack

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LSS/Q2501: Stitching Operator

Brief Job Description

The primary responsibility of a Stitching Operator (Footwear) is to perform stitching operations to the upper components of the footwear as per the design instructions given by the designing section. He/She should be able to stitch the footwear with leather and non-leather components, using maximum accuracy. He/she should be passionate about creating intricate products without compromising on quality.

Personal Attributes

Stitching Operator (Footwear) should have good hand-eye coordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus). He/She should be inclined towards creativity and interested in mixing materials, textures and threads to create beautiful products.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [LSS/N2501: Carry out stitching operation using different machines](#)
2. [LSS/N2502: Contribute to achieving product quality in stitching operation](#)
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 | Stitching |
| Country | India |
| NSQF Level | 4 |
| Aligned to NCO/ISCO/ISIC Code | NCO-2004/8266.25 |

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| | |
|---|--|
| Minimum Educational Qualification & Experience | 5th Class with 2-3 Years of experience Helper in footwear manufacturing preferred |
| 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 | 2015/LT/LSSC/00386 |
| NQR Version | 1.0 |

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LSS/N2501: Carry out stitching operation using different machines

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out stitching operations for footwear manufacturing processes

Scope

This unit/task covers the following:

- Carry out supporting operations within footwear
- Stitching operations
- Reporting & Documentation
- Sorting & Placing

Elements and Performance Criteria

Carry out supporting operations within footwear

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

- PC1.** follow the instructions on the work ticket/ job card
- PC2.** make sure that the work area is free from hazards
- PC3.** ensure the materials used meet the specification matching within a product between a pair of products where applicable
- PC4.** agree and review agreed upon work targets with the supervisor
- PC5.** sort out the material and threads as per the specifications in the job card
- PC6.** select the right sewing machine, threads and bobbins for the materials as per the specifications in the job card
- PC7.** check the equipment prior to making the stitching, including: correct controls correct attachments changing needles changing threads changing awls correct timing
- PC8.** set machine controls for the materials being stitched
- PC9.** perform a test run to ensure machine is operating correctly

Stitching Operations

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

- PC10.** adjust machine controls where necessary
- PC11.** operate machines safely and in accordance with guidelines
- PC12.** estimate the expected length of time for the process
- PC13.** optimize the positioning and layout of materials to ensure a smooth and rapid throughput
- PC14.** adjust the tension and stitch length
- PC15.** check the upper components and conduct shade wise pairing
- PC16.** stitch the correct materials in the right sequence as required by the production specification
- PC17.** perform back joining/quarter back joining using zigzag machine/flat bed machine
- PC18.** perform seam rubbing by machine if back joining done by flat bed machine

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- PC19.** attach vamp with tongue using flat bed machine
- PC20.** apply adhesives on the components
- PC21.** fold the components by hand/machine
- PC22.** join upper and lining using flat/post bed machine
- PC23.** join quarter with vamp using post bed machine
- PC24.** perform edge trimming operation by machine/hand
- PC25.** perform eyeleting by machine/hand
- PC26.** perform eyelet punching, eyelet putting and eyelet setting by hand
- PC27.** do lacing on the uppers
- PC28.** visual inspection as per specifications in the job card
- PC29.** respond accordingly where stitched items do not meet production specification
- PC30.** carry out basic maintenance of machinery and keep them clean after use

Reporting & Documentation

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

- PC31.** report risks/ problems likely to affect services to the relevant person promptly and accurately
- PC32.** complete forms, records and other documentation
- PC33.** follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately
- PC34.** report defective machines, tools and/or equipment to the responsible person

Sorting & Placing

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

- PC35.** sort and place work to the next stage of production and minimise the risk of damage
- PC36.** pass the stitched item to the next stage in the manufacturing process after validation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organisations procedures and guidelines related to footwear manufacturing processes
- KU2.** process for offering/ obtaining work related assistance in case of queries on procedure or products
- KU3.** work target and review mechanism with the supervisor for obtaining/giving feedback related to performance
- KU4.** process for offering/ obtaining work related assistance in case of queries on procedure or products
- KU5.** the different components of footwear
- KU6.** complete sequential processes for manufacturing footwear
- KU7.** storage and assembly areas for different processes
- KU8.** method of handling and operating related machines
- KU9.** documentation related to the manufacturing processes and protocol for recording
- KU10.** location and process for storage and disposal of waste

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- KU11.** the various stitching machines to be used for different materials and threads
- KU12.** the different varieties of threads (numbers of the thread) available and its characteristics with different kinds of materials
- KU13.** the different types of needles and their numbers
- KU14.** the mechanics of stitching machines and other equipments and basic repairing and maintenance
- KU15.** potential faults in the various processes and methods to avoid them
- KU16.** the importance of accuracy in stitching processes
- KU17.** attachment of needle to the sewing machine
- KU18.** the proper knowledge and placing of eyeletting by hand
- KU19.** usage, application and storage of temporary adhesives
- KU20.** maintenance, adjustment and replacement of worn parts on the machines required for different types of attachment
- KU21.** the manufacturers instructions for setting up, adjusting and operating the equipment
- KU22.** process for obtaining replacements for worn, faulty or defective tools
- KU23.** common faults in tools and equipment and implications of working with faulty equipments
- KU24.** common errors in processes and how to avoid them
- KU25.** styles/ design of the products currently being produced

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 and set the targets along with the supervisors and the co workers
- GS10.** organize tools and equipments to be used
- GS11.** plan for placing the different components in an organized manner on a daily basis
- GS12.** set targets to produce requisite batch of stitched components
- GS13.** ensure all customer needs are assessed and every effort is made to provide satisfactory service
- GS14.** evaluate and ensure stitch components as per client specifications
- GS15.** clarify instructions given by the supervisors
- GS16.** possible defects with the products
- GS17.** review the defects and take appropriate actions to rectify them



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- GS18.** report to the authority if problems cannot be rectified
- GS19.** diagnose common problems in the machine based on visual inspection
- GS20.** assess and control the quality standards of the product as per customer standards
- GS21.** 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>Carry out supporting operations within footwear</i> | 10 | 18 | - | - |
| PC1. follow the instructions on the work ticket/ job card | - | 2 | - | - |
| PC2. make sure that the work area is free from hazards | - | 2 | - | - |
| PC3. ensure the materials used meet the specification matching within a product between a pair of products where applicable | - | 2 | - | - |
| PC4. agree and review agreed upon work targets with the supervisor | - | 2 | - | - |
| PC5. sort out the material and threads as per the specifications in the job card | 5 | 2 | - | - |
| PC6. select the right sewing machine, threads and bobbins for the materials as per the specifications in the job card | - | 2 | - | - |
| PC7. check the equipment prior to making the stitching, including: correct controls correct attachments changing needles changing threads changing awls correct timing | - | 2 | - | - |
| PC8. set machine controls for the materials being stitched | - | 2 | - | - |
| PC9. perform a test run to ensure machine is operating correctly | 5 | 2 | - | - |
| <i>Stitching Operations</i> | 15 | 38 | - | - |
| PC10. adjust machine controls where necessary | - | 2 | - | - |
| PC11. operate machines safely and in accordance with guidelines | 10 | 2 | - | - |
| PC12. estimate the expected length of time for the process | - | 2 | - | - |

Qualification Pack

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| PC13. optimize the positioning and layout of materials to ensure a smooth and rapid throughput | - | 2 | - | - |
| PC14. adjust the tension and stitch length | - | 2 | - | - |
| PC15. check the upper components and conduct shade wise pairing | - | 4 | - | - |
| PC16. stitch the correct materials in the right sequence as required by the production specification | - | 2 | - | - |
| PC17. perform back joining/quarter back joining using zigzag machine/flat bed machine | - | 2 | - | - |
| PC18. perform seam rubbing by machine if back joining done by flat bed machine | - | 2 | - | - |
| PC19. attach vamp with tongue using flat bed machine | - | 2 | - | - |
| PC20. apply adhesives on the components | - | 1 | - | - |
| PC21. fold the components by hand/machine | - | 2 | - | - |
| PC22. join upper and lining using flat/post bed machine | - | 2 | - | - |
| PC23. join quarter with vamp using post bed machine | - | 1 | - | - |
| PC24. perform edge trimming operation by machine/hand | 5 | 2 | - | - |
| PC25. perform eyeleting by machine/hand | - | 2 | - | - |
| PC26. perform eyelet punching, eyelet putting and eyelet setting by hand | - | 2 | - | - |
| PC27. do lacing on the uppers | - | 1 | - | - |
| PC28. visual inspection as per specifications in the job card | - | 1 | - | - |
| PC29. respond accordingly where stitched items do not meet production specification | - | 1 | - | - |

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| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| PC30. carry out basic maintenance of machinery and keep them clean after use | - | 1 | - | - |
| <i>Reporting & Documentation</i> | 5 | 8 | - | - |
| PC31. report risks/ problems likely to affect services to the relevant person promptly and accurately | - | 2 | - | - |
| PC32. complete forms, records and other documentation | - | 2 | - | - |
| PC33. follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately | 5 | 2 | - | - |
| PC34. report defective machines, tools and/or equipment to the responsible person | - | 2 | - | - |
| <i>Sorting & Placing</i> | - | 6 | - | - |
| PC35. sort and place work to the next stage of production and minimise the risk of damage | - | 3 | - | - |
| PC36. pass the stitched item to the next stage in the manufacturing process after validation | - | 3 | - | - |
| NOS Total | 30 | 70 | - | - |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|--|
| NOS Code | LSS/N2501 |
| NOS Name | Carry out stitching operation using different machines |
| Sector | Leather |
| Sub-Sector | Footwear |
| Occupation | Stitching |
| 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/N2502: Contribute to achieving product quality in stitching operation

Description

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

Scope

This unit/task covers the following:

- Inspection
- Reporting & Documentation
- Sorting and Placing

Elements and Performance Criteria

Inspection

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

- PC1.** Ensure materials and component parts meet specifications
- PC2.** Ensure that the quality and appearance of the uppers are not affected during materials movement
- 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.** Count and verify the number of uppers are as per job card at the start and end of every stage in the stitching processes
- PC7.** Check the upper components are paired shade wise as per the specifications in the job card
- PC8.** Check that the stitching is done properly as per the design specifications and no damage happens to the appearance and quality
- PC9.** Check that no spillage of adhesives appear on the uppers
- PC10.** Check that the folding is done properly
- PC11.** Check the edge trimming, putting of eyelets and lacing are done correctly
- PC12.** Conduct a visual inspection on all aspects of the stitching process
- PC13.** Maintain the continuity of production with minimum interruptions and downtime
- PC14.** Ensure minimum of wastage and their proper disposal

Reporting & Documentation

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

- 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:

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PC17. Pass the stitched uppers with support of the assistant operator for next process

PC18. 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.** The companies quality standards
- KU2.** The importance of complying with written instructions
- KU3.** Types of problems with quality and how to report them to appropriate people
- KU4.** Consequences of not rectifying problems
- KU5.** Safe working practices and organizational procedures
- KU6.** Limits of your own responsibility
- KU7.** The lines of communication, authority and reporting procedures
- KU8.** The organizations rules, codes and guidelines
- KU9.** Manufacturers instructions
- KU10.** The types of faults in materials and tools
- KU11.** Process to identify materials which do not conform to requirements and how to report them to appropriate people
- KU12.** Awareness of material/fabric / yarn types
- KU13.** The causes of lost production and material wastage
- KU14.** Importance/properties of adhesives
- KU15.** Process to maintain the flow of production
- KU16.** 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
Oral Communication (Listening and
- 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 and set the targets along with the supervisors and the co workers
- GS10.** Organize tools and equipments to be used
- GS11.** Plan for placing the different components in an organized manner on a daily basis

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- GS12.** Set targets to produce requisite batch of stitched components
- GS13.** Ensure all customer needs are assessed and every effort is made to provide satisfactory service
- GS14.** Evaluate and ensure stitch components as per client specifications
- GS15.** Clarify instructions given by the supervisors
- GS16.** Identify possible defects with the products
- GS17.** Review the defects and take appropriate actions to rectify them
- GS18.** Report to the authority if problems cannot be rectified
- GS19.** Diagnose common problems in the machine based on visual inspection
- GS20.** Assess and control the quality standards of the product as per customer standards
- GS21.** 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>Inspection</i> | 31 | 12 | - | - |
| PC1. Ensure materials and component parts meet specifications | - | 1 | - | - |
| PC2. Ensure that the quality and appearance of the uppers are not affected during materials movement | 5 | 1 | - | - |
| PC3. Ensure the quality of the product meets specification during production | 10 | 1 | - | - |
| PC4. Maintain the required productivity and quality levels | - | 1 | - | - |
| PC5. Carry out quality checks at agreed intervals and in the approved way | - | 1 | - | - |
| PC6. Count and verify the number of uppers are as per job card at the start and end of every stage in the stitching processes | 10 | 1 | - | - |
| PC7. Check the upper components are paired shade wise as per the specifications in the job card | - | 1 | - | - |
| PC8. Check that the stitching is done properly as per the design specifications and no damage happens to the appearance and quality | - | 0.5 | - | - |
| PC9. Check that no spillage of adhesives appear on the uppers | - | 0.5 | - | - |
| PC10. Check that the folding is done properly | - | 1 | - | - |
| PC11. Check the edge trimming, putting of eyelets and lacing are done correctly | - | 0.5 | - | - |
| PC12. Conduct a visual inspection on all aspects of the stitching process | - | 0.5 | - | - |
| PC13. Maintain the continuity of production with minimum interruptions and downtime | - | 1 | - | - |

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| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| PC14. Ensure minimum of wastage and their proper disposal | 6 | 1 | - | - |
| <i>Reporting & Documentation</i> | 2 | 1.5 | - | - |
| PC15. Identify causes of faults and take action to rectify the same to maintain product quality | 2 | 0.5 | - | - |
| PC16. Follow reporting procedures where the cause of faults cannot be identified | - | 1 | - | - |
| <i>Sorting & Placing</i> | 2 | 1.5 | - | - |
| PC17. Pass the stitched uppers with support of the assistant operator for next process | 2 | 0.5 | - | - |
| PC18. Leave work area safe and secure when work is complete | - | 1 | - | - |
| NOS Total | 35 | 15 | - | - |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|--|
| NOS Code | LSS/N2502 |
| NOS Name | Contribute to achieving product quality in stitching operation |
| Sector | Leather |
| Sub-Sector | Footwear |
| Occupation | Stitching |
| 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)

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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



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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 in case 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 | - | - |

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| 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

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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 | - | - |

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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/N2501.Carry out stitching operation using different machines | 30 | 70 | - | - | 100 | 40 |
| LSS/N2502.Contribute to achieving product quality in stitching operation | 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. |

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| | |
|---|--|
| 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. |