



LEATHER  
SECTOR  
SKILL  
COUNCIL



# Helper Upper Making

QP Code: LSS/Q3301

Version: 1.0

NSQF Level: 2

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

## Qualification Pack

### Contents

LSS/Q3301: Helper Upper Making .....	3
<i>Brief Job Description</i> .....	3
Applicable National Occupational Standards (NOS) .....	3
<i>Compulsory NOS</i> .....	3
<i>Qualification Pack (QP) Parameters</i> .....	3
LSS/N3301: Carry out supporting operations in footwear upper making .....	5
LSS/N3302: Support to achieving product quality in footwear upper making .....	16
LSS/N8501: Maintain the work area, tools and machines .....	20
LSS/N8601: Maintain health, safety and security at workplace .....	26
LSS/N8701: Comply with industry, regulatory and organizational requirements .....	32
Assessment Guidelines and Weightage .....	34
<i>Assessment Guidelines</i> .....	34
<i>Assessment Weightage</i> .....	35
Acronyms .....	36
Glossary .....	37

## Qualification Pack

### LSS/Q3301: Helper Upper Making

#### Brief Job Description

The primary responsibility of a Helper - Upper Making is to provide assistance to the footwear machine operators involved in material cutting, insole building, stitching, skiving, etc. and carries out folding, adhesive adding and edge colouring. He/She is required to co-ordinate with team members and is required to assist the operators to carry out activities based on the production schedule.

#### Personal Attributes

An upper making helper should be willing to learn new roles and responsibilities within the factory. The individual should have an eye for detail and an interest in upper making. He/She should be able to pick up new methods and process and be willing to learn and work with people.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [LSS/N3301: Carry out supporting operations in footwear upper making](#)
2. [LSS/N3302: Support to achieving product quality in footwear upper making](#)
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

<b>Sector</b>	Leather
<b>Sub-Sector</b>	Footwear
<b>Occupation</b>	Upper making operations (assistance)
<b>Country</b>	India
<b>NSQF Level</b>	2
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2004/NIL
<b>Minimum Educational Qualification &amp; Experience</b>	5th Class

## Qualification Pack

<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	31/03/2015
<b>Next Review Date</b>	31/03/2022
<b>NSQC Approval Date</b>	19/12/2018
<b>Version</b>	1.0
<b>Reference code on NQR</b>	2019/LT/LSSC/02998
<b>NQR Version</b>	1.0

## Qualification Pack

# LSS/N3301: Carry out supporting operations in footwear upper making

## Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out supporting operations within upper making footwear manufacturing processes.

## Scope

This unit/task covers the following:

- Support operations
- Designing Operations
- Cutting Operations
- Stamping/Embossing
- Skiving Operations
- Edge Colouring
- Adhesive adding
- Folding
- Stitching Operations
- Quality Inspection

## 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.** support the operator in checking 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.** assist in carrying out foundation footwear operations safely and at a rate which maintains work flow and meets production targets
- PC6.** report any damaged work to the responsible person
- PC7.** ask questions to obtain more information on tasks when the instructions are unclear
- PC8.** anticipate and respond to requests for assistance from colleagues willingly and politely
- PC9.** update & develop knowledge of the products, check with others when unsure of new product details

### *Assist in Designing Operations*

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

- PC10.** take the leather pieces and keeps the tools and materials ready
- PC11.** sort the leather pieces as per the job card
- PC12.** assist the designer in making model/samples
- PC13.** sort and place the designed components and their grading to assist the next stage of production

## Qualification Pack

- PC14.** choose the tools and materials required for cutting process and get the components from the designing section
- PC15.** sort the components as per the job card
- PC16.** count the number of pieces that have been cut for each design and prompt the cutter accordingly.
- PC17.** check that the number of cut components is equal to that in the work ticket/ job card.
- PC18.** inform the operator when the desired number of pieces required of the particular pattern is reached
- PC19.** assist the cutter/ clicker performing the clicking operation
- PC20.** correctly sort and place work to assist the next stage of production
- PC21.** minimise waste and dispose of all waste materials in the approved manner
- PC22.** store and dispose the waste materials from the process
- PC23.** collect the cut uppers from the cutting section and sorts as per job card
- PC24.** stamp the cut components as per specifications on the upper/sock
- PC25.** pass the uppers to the skiving section
- PC26.** pass the socks to the bottoming section
- PC27.** choose the tools and materials required for skiving process and get the cut uppers from the cutting section
- PC28.** sort the cut uppers as per the job card
- PC29.** place the upper components on to the tray
- PC30.** collect the skived uppers from the tray and place work to assist the next stage of production
- PC31.** sort and place work to assist the next stage of production
- PC32.** clean and oil the machinery and report errors, if required

### *Edge Colouring*

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

- PC33.** take the skived uppers and sorts them as per the job card
- PC34.** colour the edges of the components using a brush
- PC35.** check the quality and appearance of the product as per the specifications
- PC36.** sort and place work to assist the next stage of production
- PC37.** keep the tools and workplace tidy

### *Adhesive adding*

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

- PC38.** take the skived uppers and sorts them as per the job card
- PC39.** apply adhesive on the skived edge as per instructions
- PC40.** check the quality and appearance of the product as per the specifications
- PC41.** sort and place work to assist the next stage of production
- PC42.** keep the tools and workplace tidy

### *Folding*

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

- PC43.** fold the skived portion of the uppers
- PC44.** check the quality and appearance of the product as per the specifications

## Qualification Pack

- PC45.** pass the uppers for the next operation
- PC46.** sort and place work to assist the next stage of production
- PC47.** keep the tools and workplace tidy

### *Assist in Stitching Operations*

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

- PC48.** assist the stitching operator in getting the materials and components from respective operators
- PC49.** carry out the pairing of the upper components as per the shade of the leather
- PC50.** check the product quality of the different components to adhere to quality norms
- PC51.** place the components on to the first stitching operator
- PC52.** take the stitched components from the last stitching assembly line operator
- PC53.** give to the next operator for eyeleting the upper, if required
- PC54.** trim any excess thread or materials based on the design requirements using appropriate tools and without any damage
- PC55.** sort and place work to assist the next stage of production

### *Assist in first Quality Inspection*

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

- PC56.** get the closed uppers from the stitching section
- PC57.** check that products conform to their specification
- PC58.** sort and place work to assist the next stage of production

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organizations procedures and guidelines related to footwear manufacturing processes
- KU2.** work target and review mechanism with your supervisor for obtaining/ giving feedback related to performance
- KU3.** process for offering/ obtaining work related assistance in case of queries on procedure or products
- KU4.** the different components of footwear
- KU5.** storage and assembly areas for different processes in upper making
- KU6.** the various machinery and equipments handled
- KU7.** documentation related to the manufacturing processes and protocol for recording
- KU8.** location and process for storage and disposal of waste
- KU9.** importance of team work and harmonious working relationships
- KU10.** the different characteristics and properties of the various kinds of leather
- KU11.** the designing process and the related equipments used
- KU12.** the different techniques of designing uppers
- KU13.** the cutting process and the related equipments used
- KU14.** the different techniques of cutting uppers
- KU15.** the importance of accuracy and quality in the cutting process

## Qualification Pack

- KU16.** the various defects found in different kinds of leather
- KU17.** the stamping and embossing process and the related equipments used
- KU18.** the different techniques used in stamping and embossing
- KU19.** the skiving process and the related equipments used
- KU20.** the different techniques of skiving uppers
- KU21.** the importance of skiving as per specifications in the job card
- KU22.** the edge colouring process and the related equipments
- KU23.** the different techniques used in edge colouring
- KU24.** the different kinds of paints and brushes used
- KU25.** the properties of adhesives
- KU26.** the importance of proper and accurate application
- KU27.** the folding process
- KU28.** the stitching process and the related equipments used
- KU29.** the different kinds of thread to be used
- KU30.** the different properties of thread in relation to the material used
- KU31.** common faults in tools and equipment and implications of working with faulty equipments
- KU32.** common errors in processes and how to avoid them
- KU33.** styles/ design of the products currently being produced
- KU34.** manufacturers instructions
- KU35.** the quality parameters to be checked as per the job card

## Generic Skills (GS)

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

- GS1.** write in English/ local language as applicable
- GS2.** fill up activity logs/work sheet in the prescribed format of the company as applicable
- 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 different sequence of the process and provide for appropriate assistance
- GS8.** assess the material and apply appropriate lifting and handling procedures
- GS9.** confirm the instructions and seek clarifications to ensure accuracy of requirements
- GS10.** evaluate the requirements of the process and prepare for the work area
- GS11.** plan and organize cleaning of tools, equipment and machineries
- GS12.** adhere to each of the process guidelines in upper making
- GS13.** anticipate and provide assistance in upper making as and when required
- GS14.** report in incase of deviations from the process
- GS15.** anticipate and notify the concerned person if there is any shortage in materials required for upper making





## Qualification Pack

- GS16.** observe mechanical processing vigilantly and report any deviations
- GS17.** evaluate the material before sorting and placing
- GS18.** identify equipment maintenance requirements and perform the maintenance procedures
- GS19.** analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out supporting operations within footwear</i>	<b>10</b>	<b>10</b>	-	-
<b>PC1.</b> follow the instructions on the work ticket/ job card	-	1	-	-
<b>PC2.</b> make sure that the work area is free from hazards	-	1	-	-
<b>PC3.</b> support the operator in checking the materials used meet the specification matching within a product between a pair of products where applicable	-	2	-	-
<b>PC4.</b> agree and review agreed upon work targets with the supervisor	-	1	-	-
<b>PC5.</b> assist in carrying out foundation footwear operations safely and at a rate which maintains work flow and meets production targets	-	1	-	-
<b>PC6.</b> report any damaged work to the responsible person	5	1	-	-
<b>PC7.</b> ask questions to obtain more information on tasks when the instructions are unclear	-	1	-	-
<b>PC8.</b> anticipate and respond to requests for assistance from colleagues willingly and politely	-	1	-	-
<b>PC9.</b> update & develop knowledge of the products, check with others when unsure of new product details	5	1	-	-
<i>Assist in Designing Operations</i>	<b>15</b>	<b>28</b>	-	-
<b>PC10.</b> take the leather pieces and keeps the tools and materials ready	-	2	-	-
<b>PC11.</b> sort the leather pieces as per the job card	-	2	-	-
<b>PC12.</b> assist the designer in making model/samples	5	1	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> sort and place the designed components and their grading to assist the next stage of production	-	1	-	-
<b>PC14.</b> choose the tools and materials required for cutting process and get the components from the designing section	-	1	-	-
<b>PC15.</b> sort the components as per the job card	-	1	-	-
<b>PC16.</b> count the number of pieces that have been cut for each design and prompt the cutter accordingly.	-	1	-	-
<b>PC17.</b> check that the number of cut components is equal to that in the work ticket/ job card.	-	2	-	-
<b>PC18.</b> inform the operator when the desired number of pieces required of the particular pattern is reached	5	1	-	-
<b>PC19.</b> assist the cutter/ clicker performing the clicking operation	-	2	-	-
<b>PC20.</b> correctly sort and place work to assist the next stage of production	-	1	-	-
<b>PC21.</b> minimise waste and dispose of all waste materials in the approved manner	5	1	-	-
<b>PC22.</b> store and dispose the waste materials from the process	-	1	-	-
<b>PC23.</b> collect the cut uppers from the cutting section and sorts as per job card	-	1	-	-
<b>PC24.</b> stamp the cut components as per specifications on the upper/sock	-	2	-	-
<b>PC25.</b> pass the uppers to the skiving section	-	1	-	-
<b>PC26.</b> pass the socks to the bottoming section	-	1	-	-
<b>PC27.</b> choose the tools and materials required for skiving process and get the cut uppers from the cutting section	-	1	-	-
<b>PC28.</b> sort the cut uppers as per the job card	-	1	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC29.</b> place the upper components on to the tray	-	1	-	-
<b>PC30.</b> collect the skived uppers from the tray and place work to assist the next stage of production	-	1	-	-
<b>PC31.</b> sort and place work to assist the next stage of production	-	1	-	-
<b>PC32.</b> clean and oil the machinery and report errors, if required	-	1	-	-
<i>Edge Colouring</i>	<b>5</b>	<b>5</b>	-	-
<b>PC33.</b> take the skived uppers and sorts them as per the job card	-	1	-	-
<b>PC34.</b> colour the edges of the components using a brush	-	1	-	-
<b>PC35.</b> check the quality and appearance of the product as per the specifications	5	1	-	-
<b>PC36.</b> sort and place work to assist the next stage of production	-	1	-	-
<b>PC37.</b> keep the tools and workplace tidy	-	1	-	-
<i>Adhesive adding</i>	-	<b>6</b>	-	-
<b>PC38.</b> take the skived uppers and sorts them as per the job card	-	1	-	-
<b>PC39.</b> apply adhesive on the skived edge as per instructions	-	2	-	-
<b>PC40.</b> check the quality and appearance of the product as per the specifications	-	1	-	-
<b>PC41.</b> sort and place work to assist the next stage of production	-	1	-	-
<b>PC42.</b> keep the tools and workplace tidy	-	1	-	-
<i>Folding</i>	-	<b>6</b>	-	-
<b>PC43.</b> fold the skived portion of the uppers	-	2	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC44.</b> check the quality and appearance of the product as per the specifications	-	1	-	-
<b>PC45.</b> pass the uppers for the next operation	-	1	-	-
<b>PC46.</b> sort and place work to assist the next stage of production	-	1	-	-
<b>PC47.</b> keep the tools and workplace tidy	-	1	-	-
<i>Assist in Stitching Operations</i>	-	<b>10</b>	-	-
<b>PC48.</b> assist the stitching operator in getting the materials and components from respective operators	-	2	-	-
<b>PC49.</b> carry out the pairing of the upper components as per the shade of the leather	-	1	-	-
<b>PC50.</b> check the product quality of the different components to adhere to quality norms	-	1	-	-
<b>PC51.</b> place the components on to the first stitching operator	-	1	-	-
<b>PC52.</b> take the stitched components from the last stitching assembly line operator	-	1	-	-
<b>PC53.</b> give to the next operator for eyeleting the upper, if required	-	1	-	-
<b>PC54.</b> trim any excess thread or materials based on the design requirements using appropriate tools and without any damage	-	2	-	-
<b>PC55.</b> sort and place work to assist the next stage of production	-	1	-	-
<i>Assist in first Quality Inspection</i>	-	<b>5</b>	-	-
<b>PC56.</b> get the closed uppers from the stitching section	-	1	-	-
<b>PC57.</b> check that products conform to their specification	-	2	-	-
<b>PC58.</b> sort and place work to assist the next stage of production	-	2	-	-



LEATHER  
SECTOR  
SKILL  
COUNCIL



सत्यमेव जयते  
GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT  
& ENTREPRENEURSHIP

## Qualification Pack



N · S · D · C

National  
Skill Development  
Corporation

Transforming the skill landscape

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	30	70	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSS/N3301
<b>NOS Name</b>	Carry out supporting operations in footwear upper making
<b>Sector</b>	Leather
<b>Sub-Sector</b>	Footwear
<b>Occupation</b>	Upper making operations
<b>NSQF Level</b>	2
<b>Credits</b>	NA
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/03/2015
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	19/12/2018

## Qualification Pack

# LSS/N3302: Support to achieving product quality in footwear upper making

## Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of production while undertaking supporting 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.** ensure materials and component parts meet specifications
- PC2.** ensure the quality of the product meets specification during production
- PC3.** maintain the required productivity and quality levels
- PC4.** carry out quality checks at agreed intervals and in the approved way
- PC5.** count and verify the number of uppers are as per job card at the start and end of every stage in the processes
- PC6.** sort the components as per the job card after designing, clicking and skiving before passing it to the next stage of production
- PC7.** ensure that the quality and appearance of the uppers are not affected during materials movement
- PC8.** report and replace faulty materials and component parts which do not meet specification with the operators approval
- PC9.** maintain the continuity of production with minimum interruptions and downtime
- PC10.** identify faults and irregularities in equipment and machinery and report to your superior
- PC11.** ensure minimum of wastage and their proper disposal

## 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



## Qualification Pack

- KU6.** limits of your own responsibility
- KU7.** the lines of communication, authority and reporting procedures
- KU8.** the organizations rules, codes and guidelines (including timekeeping)
- KU9.** manufacturers instructions
- KU10.** statutory responsibilities under health, safety and environmental legislation and regulations
- KU11.** methods to receive work instructions and specifications and interpret them accurately
- KU12.** the types of faults in materials and tools
- KU13.** process to identify materials which do not conform to requirements and how to report them to appropriate people
- KU14.** awareness of material/fabric / yarn types
- KU15.** the causes of lost production and material wastage
- KU16.** importance/properties of adhesives
- KU17.** process to maintain the flow of production
- KU18.** 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 activity logs/work sheet in the prescribed format of the company as applicable
- 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 different sequence of the process and provide for appropriate assistance
- GS8.** assess the material and apply appropriate lifting and handling procedures
- GS9.** confirm the instructions and seek clarifications to ensure accuracy of requirements
- GS10.** evaluate the requirements of the process and prepare for the work area
- GS11.** plan and organize cleaning of tools, equipment and machineries
- GS12.** adhere to each of the process guidelines in upper making
- GS13.** anticipate and provide assistance in upper making as and when required
- GS14.** report in incase of deviations from the process
- GS15.** anticipate and notify the concerned person if there is any shortage in materials required for upper making
- GS16.** observe mechanical processing vigilantly and report any deviations
- GS17.** evaluate the material before sorting and placing
- GS18.** identify equipment maintenance requirements and perform the maintenance procedures
- GS19.** analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Contribute to achieving the product quality</i>	<b>35</b>	<b>15</b>	-	-
<b>PC1.</b> ensure materials and component parts meet specifications	5	1	-	-
<b>PC2.</b> ensure the quality of the product meets specification during production	5	1	-	-
<b>PC3.</b> maintain the required productivity and quality levels	-	2	-	-
<b>PC4.</b> carry out quality checks at agreed intervals and in the approved way	5	1	-	-
<b>PC5.</b> count and verify the number of uppers are as per job card at the start and end of every stage in the processes	-	2	-	-
<b>PC6.</b> sort the components as per the job card after designing, clicking and skiving before passing it to the next stage of production	-	2	-	-
<b>PC7.</b> ensure that the quality and appearance of the uppers are not affected during materials movement	5	1	-	-
<b>PC8.</b> report and replace faulty materials and component parts which do not meet specification with the operators approval	5	1	-	-
<b>PC9.</b> maintain the continuity of production with minimum interruptions and downtime	5	1	-	-
<b>PC10.</b> identify faults and irregularities in equipment and machinery and report to your superior	5	1	-	-
<b>PC11.</b> ensure minimum of wastage and their proper disposal	-	2	-	-
<b>NOS Total</b>	<b>35</b>	<b>15</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSS/N3302
<b>NOS Name</b>	Support to achieving product quality in footwear upper making
<b>Sector</b>	Leather
<b>Sub-Sector</b>	Footwear
<b>Occupation</b>	Upper making operations
<b>NSQF Level</b>	2
<b>Credits</b>	NA
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/03/2015
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	19/12/2018

## Qualification Pack

### LSS/N8501: Maintain the work area, tools and machines

#### Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms.

#### Scope

This unit/task covers the following:

- Maintenance of the work area, tools and machines

#### Elements and Performance Criteria

##### *Maintenance of work area, tools and machines*

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

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

#### Knowledge and Understanding (KU)

## Qualification Pack

The individual on the job needs to know and understand:

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

## Generic Skills (GS)

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

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

## Qualification Pack

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

## Qualification Pack

### Assessment Criteria

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

### Qualification Pack

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



## Qualification Pack

### National Occupational Standards (NOS) Parameters

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

## Qualification Pack

- 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  
& ENTREPRENEURSHIP

## Qualification Pack



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

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Compliance with health, safety and security requirements at work</i>	<b>10</b>	<b>15</b>	-	-
<b>PC1.</b> comply with health and safety related instructions applicable to the workplace	5	1	-	-
<b>PC2.</b> use and maintain personal protective equipment as per protocol	-	0.5	-	-
<b>PC3.</b> carry out own activities in line with approved guidelines and procedures	-	0.5	-	-
<b>PC4.</b> maintain a healthy lifestyle and guard against dependency on intoxicants	-	0.5	-	-
<b>PC5.</b> follow environment management system related procedures	5	0.5	-	-
<b>PC6.</b> identify and correct (if possible) malfunctions in machinery and equipment	-	1	-	-
<b>PC7.</b> report any service malfunctions that cannot be rectified	-	1	-	-
<b>PC8.</b> store materials and equipment in line with manufacturers and organizational requirements	-	0.5	-	-
<b>PC9.</b> safely handle and move waste and debris	-	0.5	-	-
<b>PC10.</b> minimize health and safety risks to self and others due to own actions	-	1	-	-
<b>PC11.</b> seek clarifications, from supervisors or other authorized personnel incase of perceived risks	-	1	-	-
<b>PC12.</b> monitor the workplace and work processes for potential risks and threats	-	1	-	-
<b>PC13.</b> carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	-	1	-	-
<b>PC14.</b> 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
<b>PC15.</b> participate in mock drills/ evacuation procedures organized at the workplace	-	1	-	-
<b>PC16.</b> undertake first aid, fire-fighting and emergency response training, if asked to do so	-	1	-	-
<b>PC17.</b> take action based on instructions in the event of fire, emergencies or accidents	-	1	-	-
<b>PC18.</b> follow organization procedures for shutdown and evacuation when required	-	1	-	-
<b>NOS Total</b>	<b>10</b>	<b>15</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSS/N8601
<b>NOS Name</b>	Maintain health, safety and security at workplace
<b>Sector</b>	Leather
<b>Sub-Sector</b>	Footwear, Goods & Garments, Finished Leather
<b>Occupation</b>	All Occupations
<b>NSQF Level</b>	4
<b>Credits</b>	NA
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/03/2015
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	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>	<b>10</b>	<b>15</b>	-	-
<b>PC1.</b> carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	5	3	-	-
<b>PC2.</b> seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel	5	3	-	-
<b>PC3.</b> apply and follow these policies and procedures within the work practices	-	3	-	-
<b>PC4.</b> provide support to the supervisor and team members in enforcing these considerations	-	3	-	-
<b>PC5.</b> identify and report any possible deviation to these requirements	-	3	-	-
<b>NOS Total</b>	<b>10</b>	<b>15</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

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

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

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

## Qualification Pack

### Minimum Aggregate Passing % at QP Level : 50

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

### Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSS/N3301.Carry out supporting operations in footwear upper making	30	70	-	-	100	40
LSS/N3302.Support to achieving product quality in footwear upper making	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
<b>Total</b>	<b>100</b>	<b>150</b>	<b>-</b>	<b>-</b>	<b>250</b>	<b>100</b>

## Acronyms

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

## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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

<b>Knowledge and Understanding (KU)</b>	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.
<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.