

National Technical and Vocational Qualification Framework

NTVQF

Competency-Based Learning Material

Machine Operator
NTVQ Level 1

Splitting Leather Pieces



Bangladesh Technical Education Board

Agargaon, Shere Bangla Nagar
Dhaka-1207

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HOW TO USE THIS COMPETENCY-BASED LEARNING MATERIAL

Welcome to the module **Splitting Leather Pieces**. This module contains training materials and activities for you to complete.

This unit of competency, “**Split leather pieces**”, is one of the competencies of any NTVQ Level 1 Occupation, a course which comprises the knowledge, skills and attitudes required to become a Medium-Skilled Worker.

You are required to go through a series of learning activities in order to complete each learning outcome of the module. These activities may be completed as part of structured classroom activities or you may be required to work at your own pace. These activities will ask you to complete associated learning and practice activities in order to gain knowledge and skills you need to achieve the learning outcomes.

Refer to **Learning Activity Page** to know the sequence of learning tasks to undergo and the appropriate resources to use in each task. This page will serve as your road map towards the achievement of competence.

Read the **Information Sheets**. These will give you an understanding of the work, and why things are done the way they are. Once you have finished reading the Information sheets complete the questions in the Self-Check Sheets.

Self-Checks follow the Information Sheets in the learning guide. Completing the Self-checks will help you know how you are progressing. To know how you fared with the self-checks, review the **Answer Key**.

Complete all activities as directed in the **Job Sheets and/or Activity sheets**. This is where you will apply your new knowledge while developing new skills.

When working through this module always be aware of safety requirements. If you have questions, do not hesitate to ask your facilitator for assistance.

When you have completed all the tasks required in this learning guide, an assessment event will be scheduled to evaluate if you have achieved competency in the specified learning outcomes and are ready for the next task.

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MODULE CONTENT

MODULE TITLE: Splitting Leather Pieces

MODULE DESCRIPTOR:

This unit covers the knowledge and skills required to operate a splitting machine to produce split work as per industry specification for leather goods production.

NOMINAL DURATION: 20 hours

LEARNING OUTCOMES:

After completing this module, you MUST be able to:

1. Follow OSH practices
2. Identify different parts of band splitting machine
3. Set up and maintain band splitting machine
4. Operate Splitting Machine
5. Check split material
6. Clean work place

ASSESSMENT CRITERIA

1. All safety requirements/regulations are adhered to before, during and after use.]
2. Unsafe or faulty tools are identified and marked for repair according to designated procedures before, during and after use.
3. Personal protective clothing (PPE) is worn.
4. Parts of the splitting machine are identified
5. The function of various parts of the Band splitting is listed.
6. According to the job instruction, top feed is selected to obtain specified thickness
7. Settings are tested prior to job production
8. Blades are sharpened according to company practice, Standard operation Procedure (SOP)
9. Damaged/worn out parts identified and reported as per company practice.
10. Extractor bag checked and cleaned.
11. Job work is completed according to the specification and company quality standards.
12. Records are maintained as per company practice.
13. Split pieces are checked for quantity and quality standards.
14. Defect pieces are replaced and recorded.
15. All materials are stacked ready for next operation.
16. Work place and machine are cleaned as per work place standard.
17. Waste is disposed of according to the company regulations.

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18. Extractor bag is checked and waste disposed of according to workplace standard.

Content this learning package includes the following:

- Information Sheet
- Self-Check Sheet
- Answer Key
- Job Sheet
- Specification Sheet
- Activity Sheet

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LEARNING OUTCOME 1

FOLLOW OSH PRACTICES

CONTENTS:

- 1 All safety requirements/regulations are adhered to before, during and after use.
- 2 Identified and marked Unsafe or faulty tools for repair according to designated procedures before, during and after use.
- 3 Worn Personal protective clothing (PPE).

ASSESSMENT CRITERIA:

- 1 All safety requirements/regulations are adhered to before, during and after use.
- 2 Unsafe or faulty tools are identified and marked for repair according to designated procedures before, during and after use.
- 3 Personal protective clothing (PPE) is worn.

CONDITIONS:

Trainees must be provided with the following:

- Personal Protective equipment

Learning Materials

- Books, manuals
- Modules/references

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LEARNING ACTIVITIES

LEARNING OUTCOME: Follow OSH practices

LEARNING ACTIVITIES	RESOURCES/SPECIAL INSTRUCTIONS
Follow OSH practices	<ul style="list-style-type: none">• Read information sheet 7.1-1• Answer Self-Check 7.1-1 then refer to Answer Key 7.1-1• Perform Job sheet 7.1-1. Use Performance Criteria Checklist.

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INFORMATION SHEET 7.1-1

Follow OSH Practices

Learning Objectives:

After reading this INFORMATION SHEET, you will be able to Follow OSH practices by adhering to all safety requirements and regulation to undertake cutting operation by different types of cutting machines.

Task: All safety requirements are adhered to before, during and after use.
Personal protective clothing (PPE) worn.

Safety requirement:

1. Avoid wearing loose clothing it can get caught in machinery.
2. Long hair or loose clothing should not be allowed near machinery.
3. When you working in machine not to be careless.
4. Know your Fire drill.
5. Do not attempt to do your own electrical repairs.
6. Turn off the machine when not in use.
7. Keep your hands away moving parts?
8. Wear appropriate footwear within the workshop.
9. Never try to push the leather through the roller if it be- comes jammed:
 - ✓ Turn off the machine.
 - ✓ Pull the hand wheel towards yourself (Some- times the leather will feed on a manual
 - ✓ Movement as against power.)
 - ✓ If this does not feed the leather
 - ✓ Raise the top roller
 - ✓ Pull the leather out towards yourself
10. Do not fool around on the machine
11. Only one person to operate the machine at a time.
12. Never lean across the top of the machine to pick up the leather. (Walk around the back).
13. Always keep the machine safety guard in position when operating the machine,
14. Do not try to do your own electrical repairs.
15. You should stand comfortably in front of the machine when operating, to prevent body fatigue.

Technique of tools:

1. Oil can to lubricate the machine
2. Substance gauge to measure the thickness of split material
3. Small screw drive to clean between the bottom feed wheel space
4. One set of metric open end ring spanners
5. One set of metric Allen keys

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6. One knife sharpening device
7. One set of feeler gauges
8. One knife carry board.

Power tools and equipment

You may be required to use power tools if you work in a hardware store or a business such as a bicycle or furniture shop where your job involves assembling product. You may also be required to use power equipment such as compactors, dock levelers, carton crushers, meat slicers, or other food preparation equipment. These tools and equipment has the potential to cause serious injury, particularly if they're poorly maintained or used without due caution.

Before you start

Never use a power tool or piece of equipment unless you have been trained and authorized do so. Follow safe work procedures.

Inspect tools prior to use. Only use tools that are in good operating condition. Check power cords daily for tears or cuts in the insulation, loose connections (plug to wire and wire to tool), and poor ground connections. Report all defective tools to your supervisor, and mark them "Not to be used."

Wear hearing protection and tie back long hair.

Check that all guards and safety devices are in place and functioning properly. Check that the power switch is in the off position before plugging the tool in. Only the operator should turn the tool on.

While the tool or equipment is operating:

- Stay with running power tools.
- Do not walk away from a machine you have been using until it comes to a complete stop. It takes only a few seconds for a power tool to "wind down" after it has been shut off, but it still has the potential to injure someone if the parts are still moving.
- Keep your hands away from moving parts.
- Make sure the cutting part of a tool will not come in contact with the power cord.
- Maintain a firm grip at all times.

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- Turn off power tools before making adjustments. Always unplug or lock out the tool before making adjustments or changing settings if there is any chance that the tool could accidentally start up.

Rules and Regulations:

- ❖ Use ID Card.
- ❖ Use Apron.
- ❖ Maintain duty time.
- ❖ Attendance.
- ❖ Awareness of working place
- ❖ No necessary movement in working place.
- ❖ No unnecessary talking in working place.
- ❖ No disturb other person
- ❖ Use medical card when go to medical centre.
- ❖ Use toilet card when go to toilet

Identify and the use of PPE i.e.

- Hand gloves.
- Masks.
- Apron
- Waste disposed.

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SELF-CHECK 7.1-1

Question 1:

What are the basic safety rules and regulations to follow when in the workplace?

Question 2:

Enumerate three (3) Personal Protective Equipment used in Machine Operations.

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ANSWER KEY 7.1-1

1. Basic Safety Rules and Regulations

- Use ID card,
- Wear Apron,
- Maintain duty time,
- Attendance,
- Awareness of working place,
- No unnecessary movement in working place
- No unnecessary, talking in working place,
- Do not disturb other persons,
- Use medical card when go to medical centre,
- Use toilet card when go to toilet.

2. PPE

- Safety goggles,
- Masks,
- Aprons,
- Hands gloves

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JOB SHEET 7.1-1

Title: Follow OSH practices by adhering to all safety requirements and regulation to undertake cutting operation by different types of cutting machines

Performance Objective: After completing this job, you will be able to Follow OSH practices by adhering to all safety requirements and regulation to undertake cutting operation by different types of cutting machines.

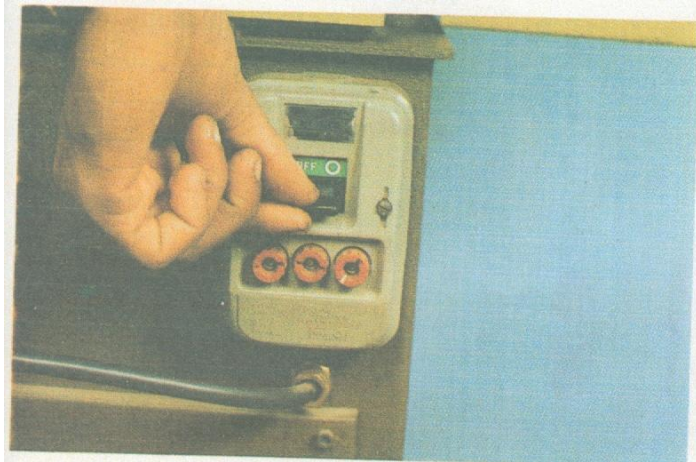
Equipment:

- Personal Protective equipment
- Hand gloves.
Masks.
Apron
Waste disposed.
Safety Goggles
Hair band
Fire drill
Splitting machine

Process/Procedure

Job Task: All safety requirements are adhered to before, during and after use

Safety requirement:

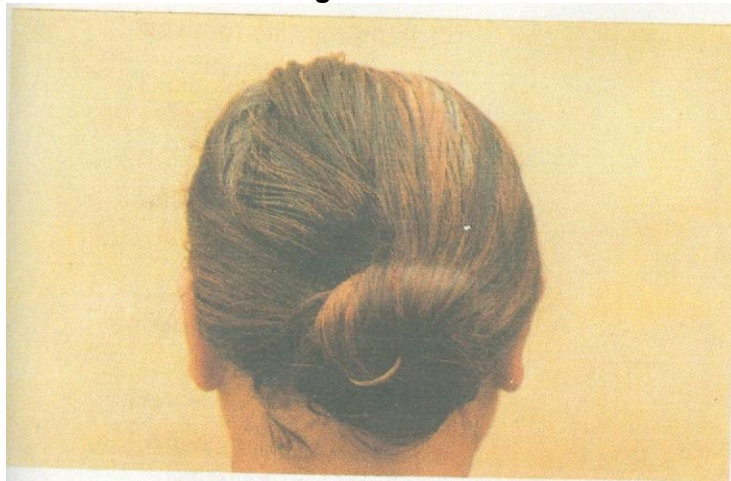


Turn off the machine when

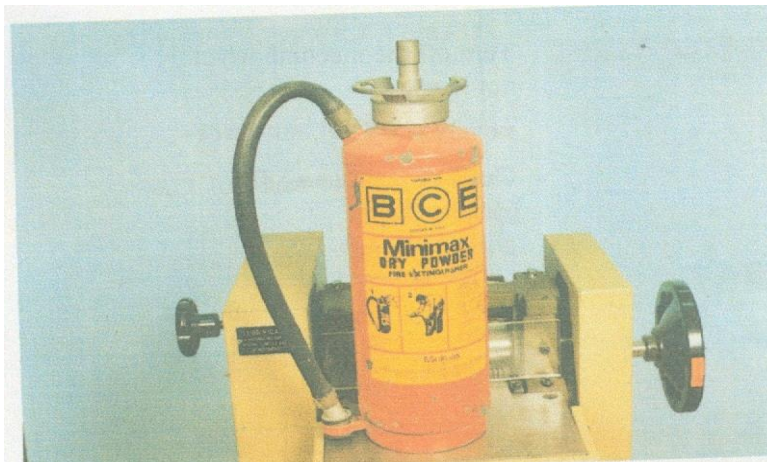
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Loose clothing is not to be worn.

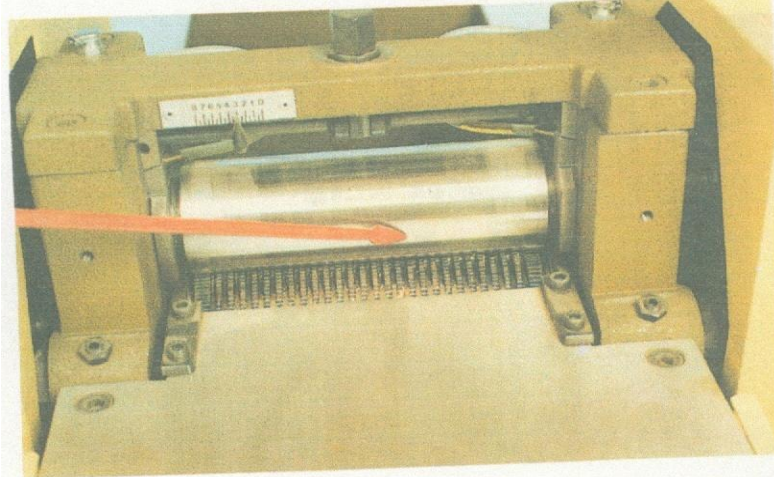


If hair is longer than shoulder length a hair net must be worn or you should tie your hair back.

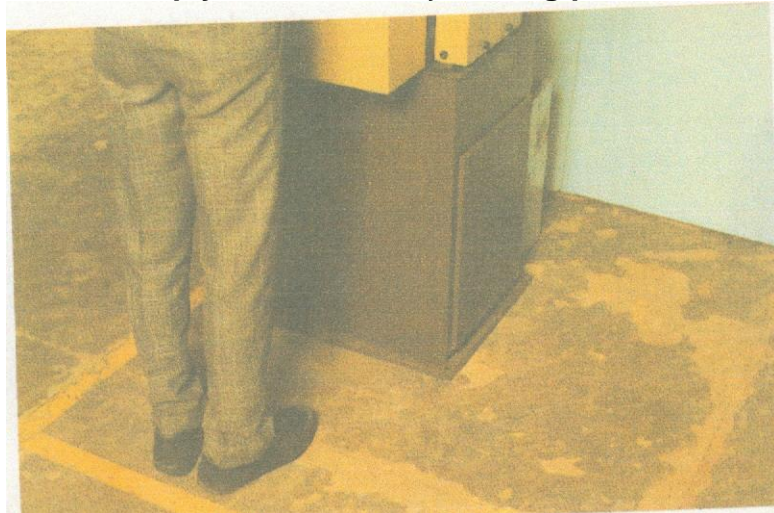


Know your fire drill.

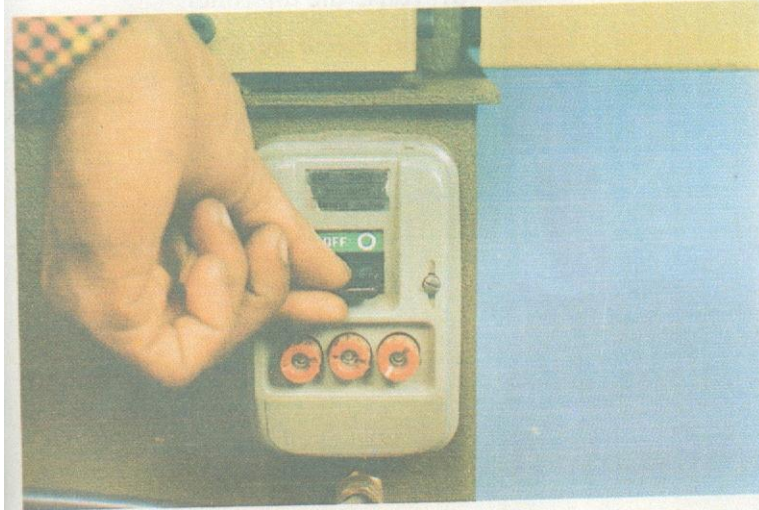
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Keep your hands away moving parts?



Wear appropriate footwear within the workshop.



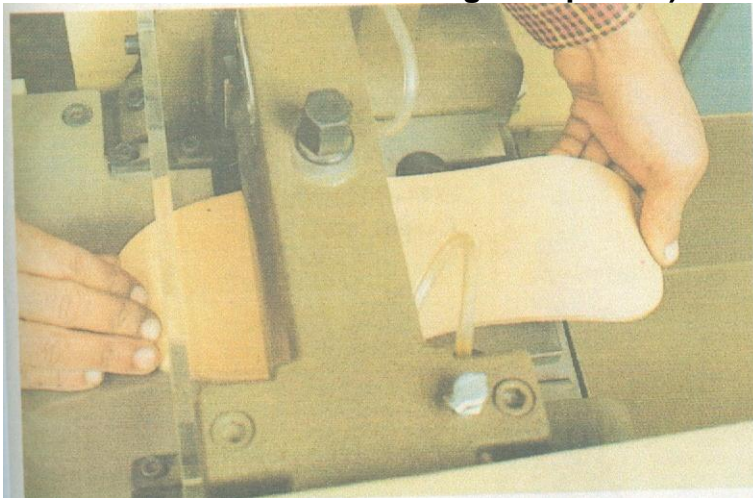
Never try to push the leather through the roller if it becomes jammed:

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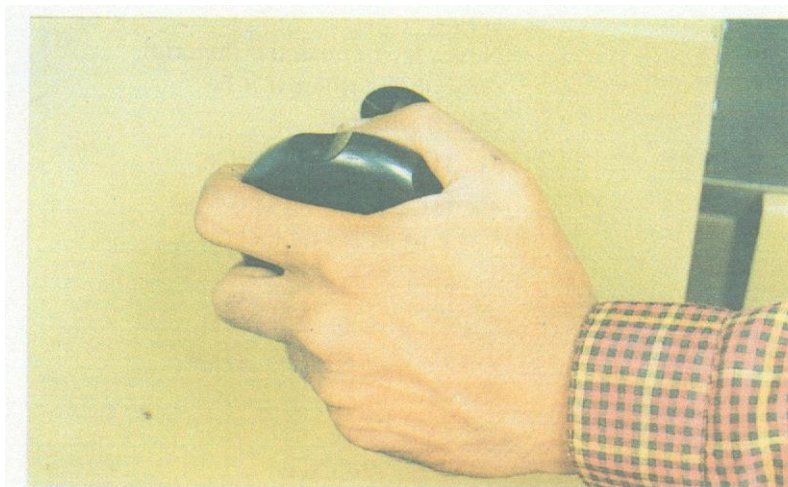
a) Turn off the machine.



b) Pull the hand wheel towards yourself (Some- times the leather will feed on a manual movement as against power.)



If this does not feed the leather



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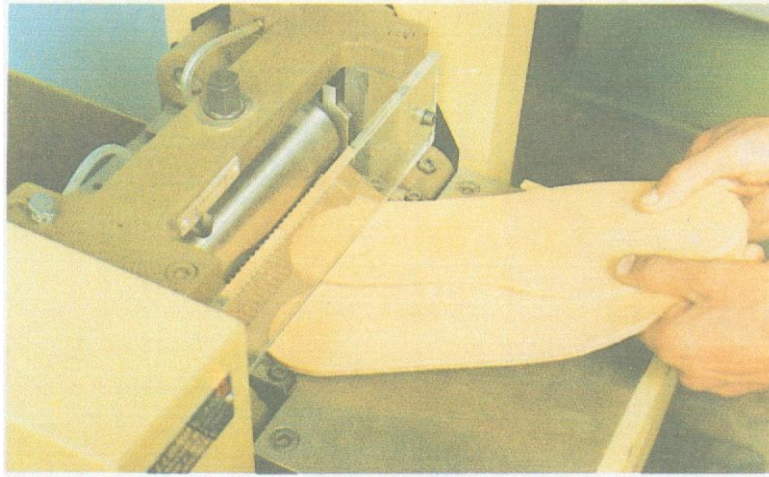
Split leather pieces

Date Developed:
May 2012

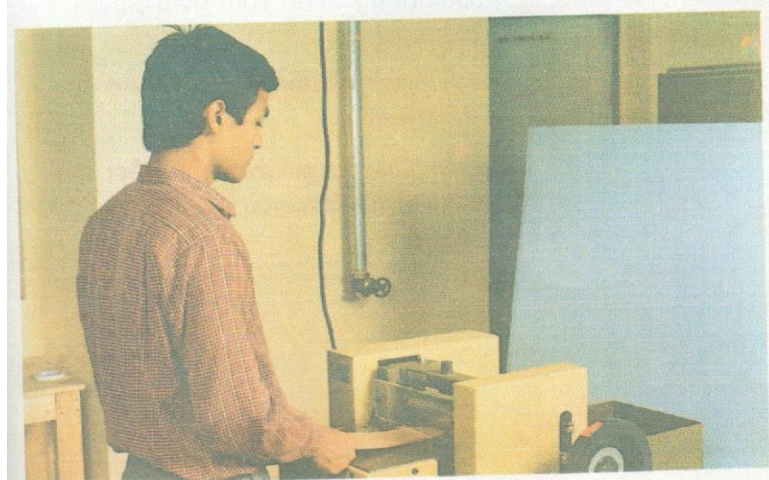
Date Revised:
November 2013

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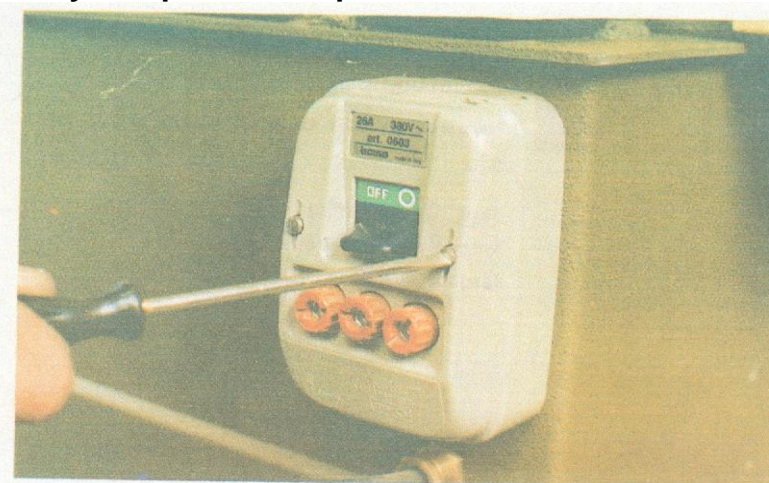
d). Raise the top roller



Do not fool around on the machine

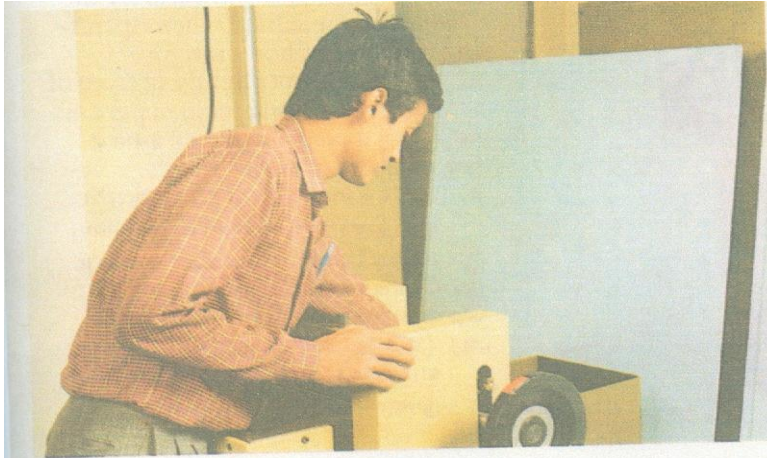


Only one person to operate the machine at a time



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Do not try to do your Own electrical repairs.



Never lean across the top of the machine to pick up the leather.



Always remove jammed leather with a stick or brush.



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Masks



Safety Apron



Wearing safety apron when operate the machine. This apron safe your body.

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Hand Gloves



Wearing safety hand gloves in hand when operate the machine.

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PERFORMANCE CRITERIA 7.1-1

Criteria	YES	NO
Did I.... 1. Use Personal protective equipment (PPE) while working.		
2. Follow OSH standards as set out by the workplace and legislative section while working.		
3. Adhere to all safety requirements before, during and after use		

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LEARNING OUTCOME 2

IDENTIFY PARTS OF THE BAND SPLITTING MACHINE

CONTENTS:

1. Parts of the splitting machine are Identified
2. The functions of various parts of the band splitting are listed.

ASSESSMENT CRITERIA:

1. Parts of the splitting machine are identified
2. The functions of various parts of the Band splitting are listed.
3. According to the job instruction the top feed is selected to obtain specified thickness
4. Settings are tested prior to job production
5. Blades are sharpened according to company practice and SOP
6. Damaged/worn out parts are identified and reported as per company practice
7. Extractor bag is checked and cleaned

CONDITIONS:

Trainees must be provided with the following:

- Personal Protective equipment
- Splitting machine

Learning Materials

- Books, manuals
- Modules/references

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LEARNING ACTIVITIES

LEARNING OUTCOME: Identify Parts of the Band Splitting Machine

LEARNING ACTIVITIES	RESOURCES/SPECIAL INSTRUCTIONS
Identify parts of the Band Splitting Machines	<ul style="list-style-type: none">• Read information sheet 7.2-1• Answer Self-Check 7.2-1 then refer to Answer Key 7.2-1• Perform Activity sheet 7.2-1. Use Performance Criteria Checklist.

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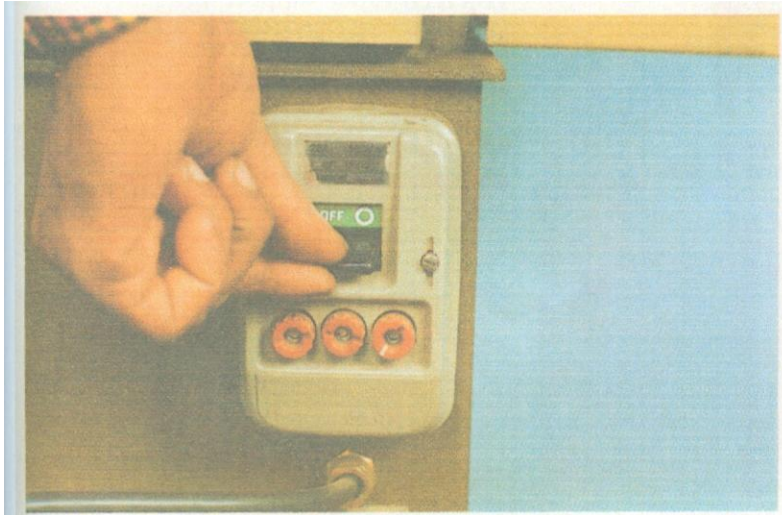
INFORMATION SHEET 7.2-1

Identify Different Parts of Splitting Machine

Learning Objectives:

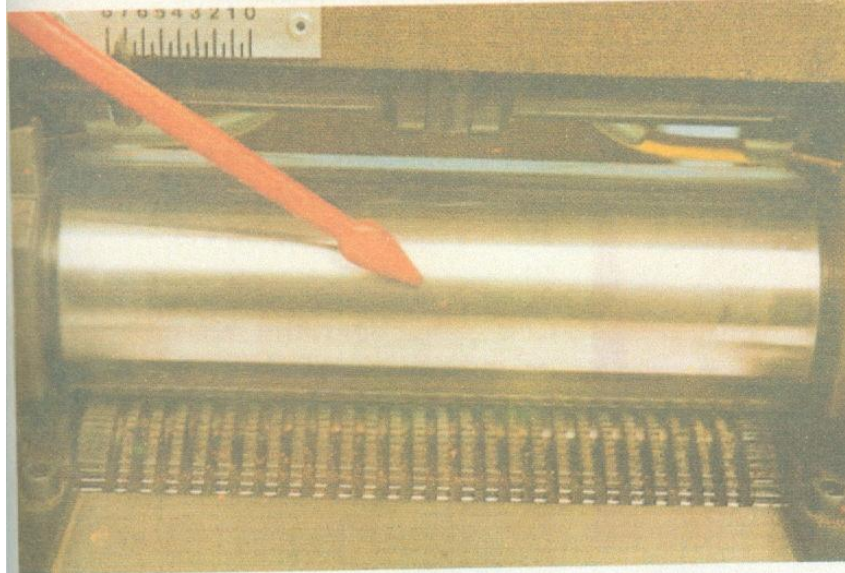
After reading this INFORMATION SHEET, you will be able to identify different types of splitting machine and set up machine as per operation manual accordance to the standard operating procedure

Parts of the splitting machine

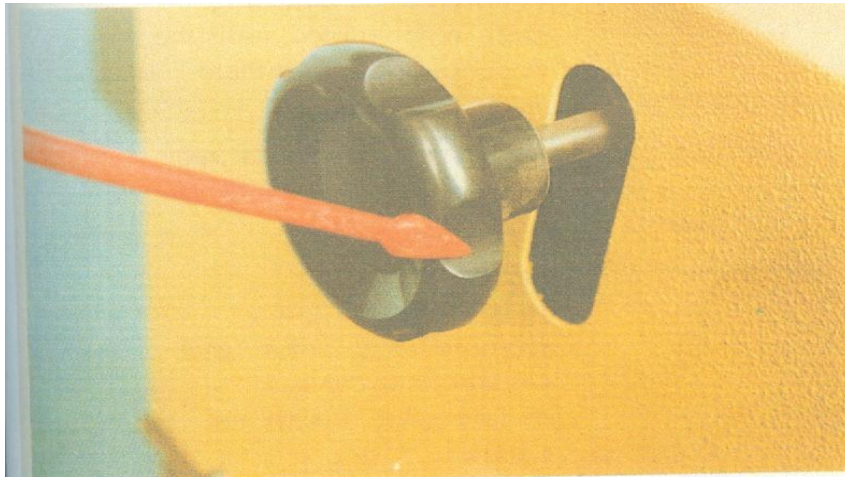


On/off switch.

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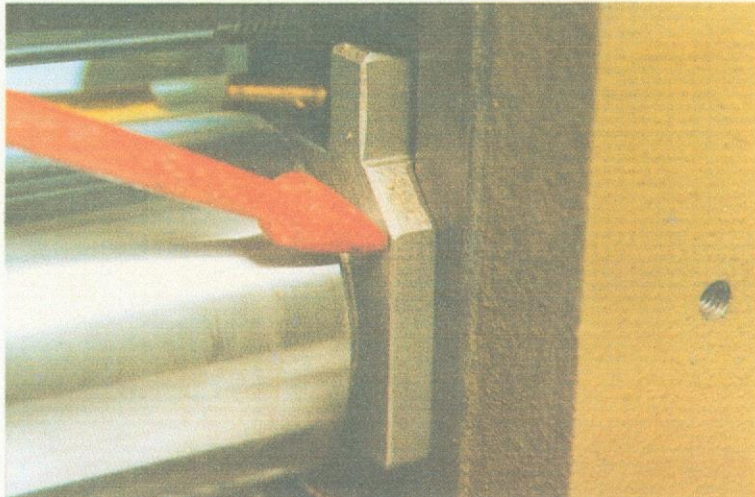


Top Feed Roller. This helps feed the leather through. It is smooth so as not to damage the leather grain surface. It is not spring loaded.

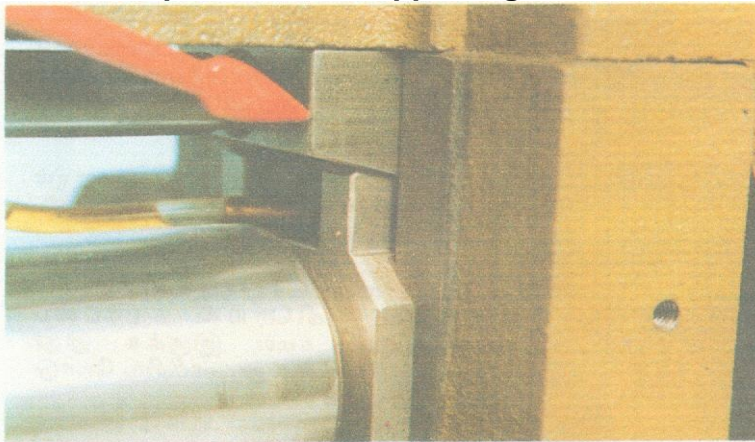


Top feed roller height adjustment knob. When turned clockwise lowers the roller, anti-clockwise raises the roller. The height of the roller determines the end thickness of the leather after splitting.

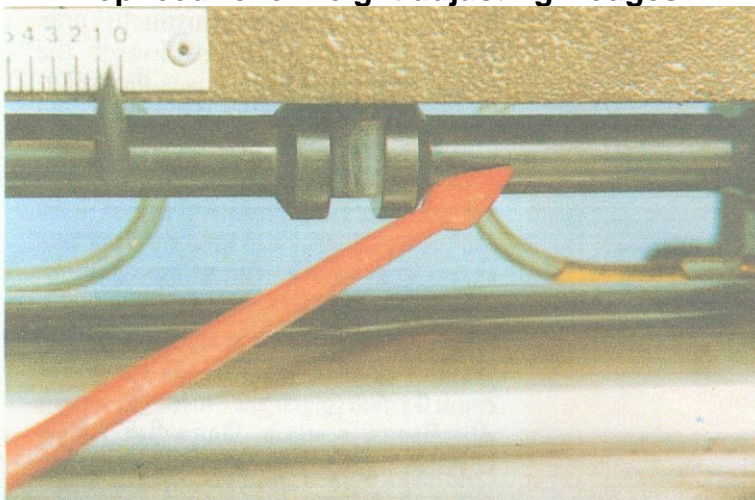
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Top feed roller supporting blocks

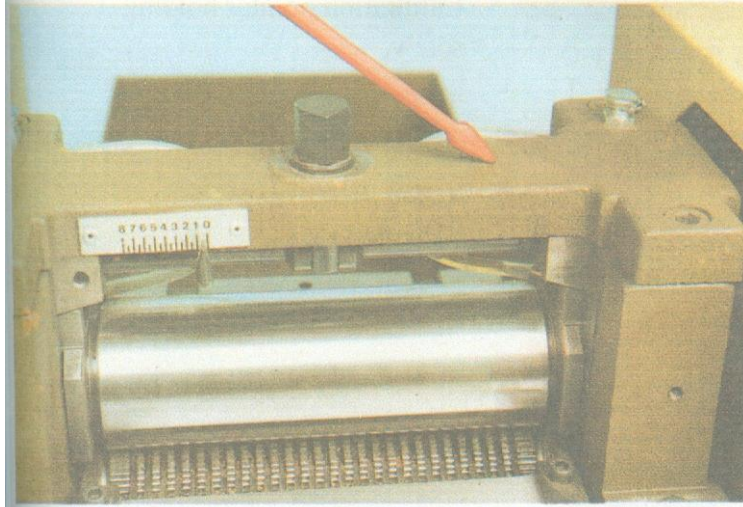


Top feed roller height adjusting wedges



Top feed roller adjusting shaft, When turned, pulls the wedges in or pushes them out.

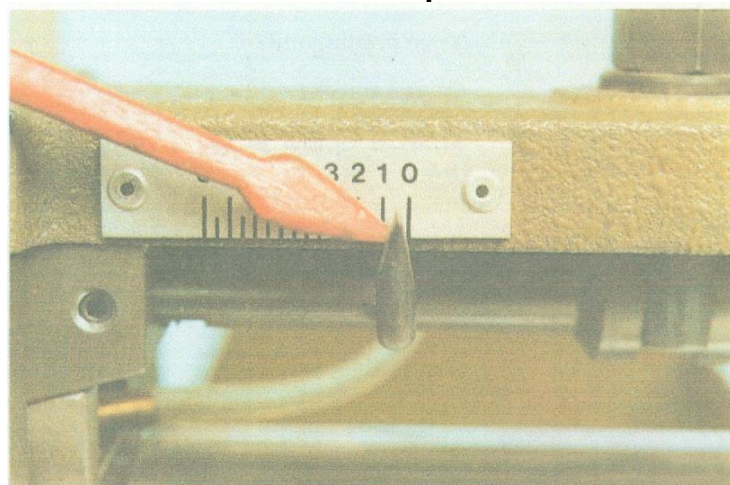
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Top feed assembly plate. This plate holds the top feed assembly in place.

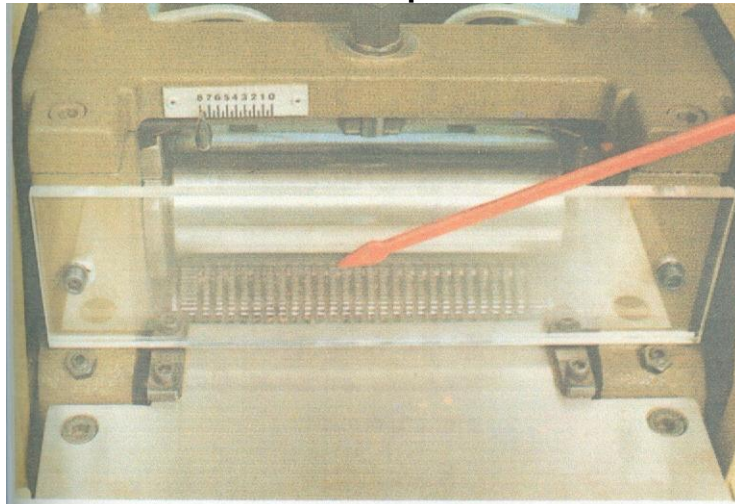


Calibration plate

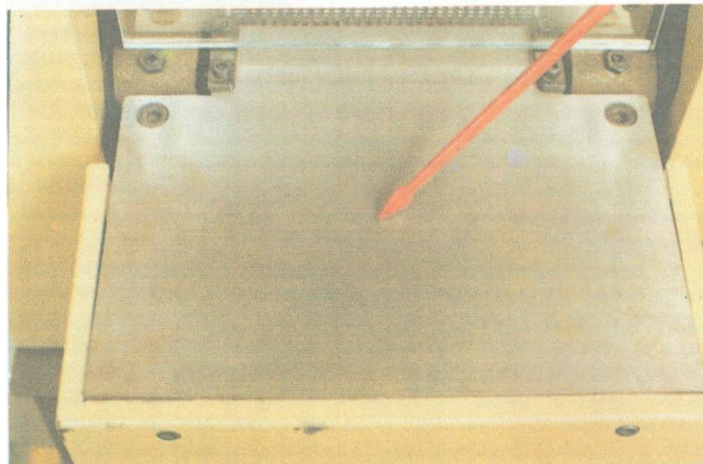


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Calibration pointer

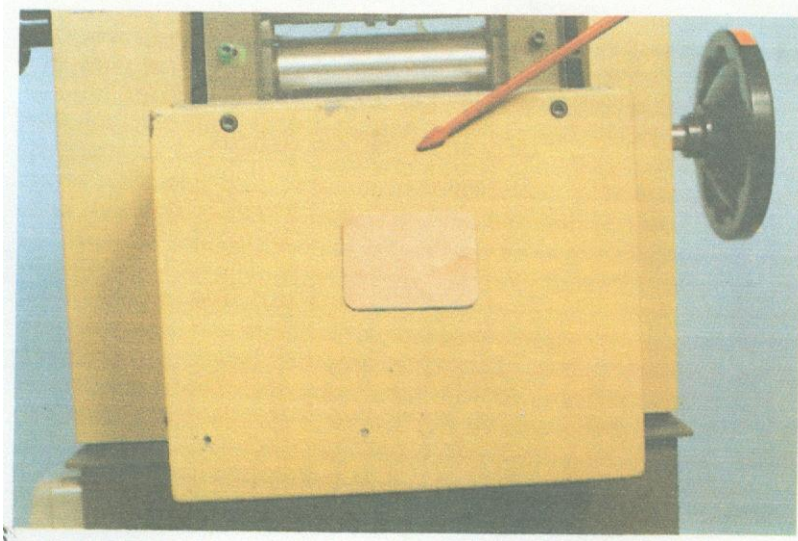


Transparent safety sheet. This slides up or down to allow for different thicknesses of leather

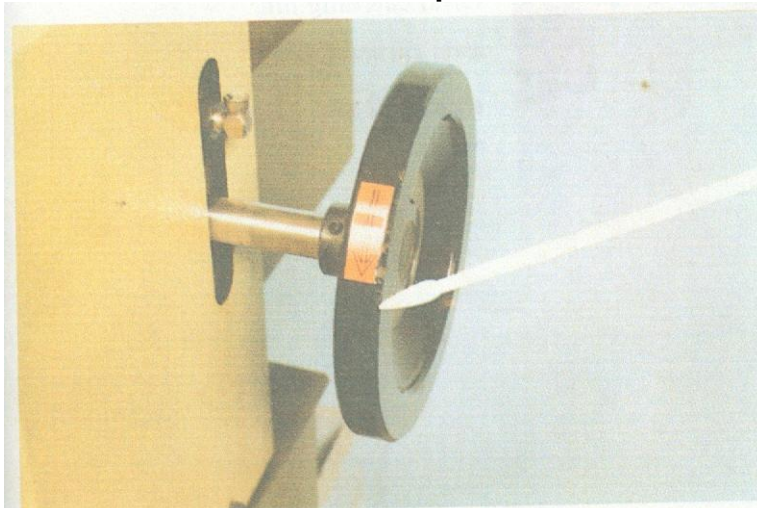


Work table

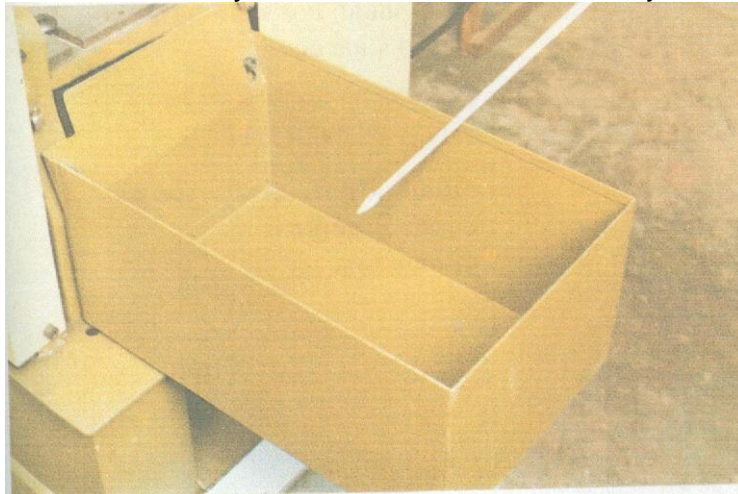
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Front cover plate.

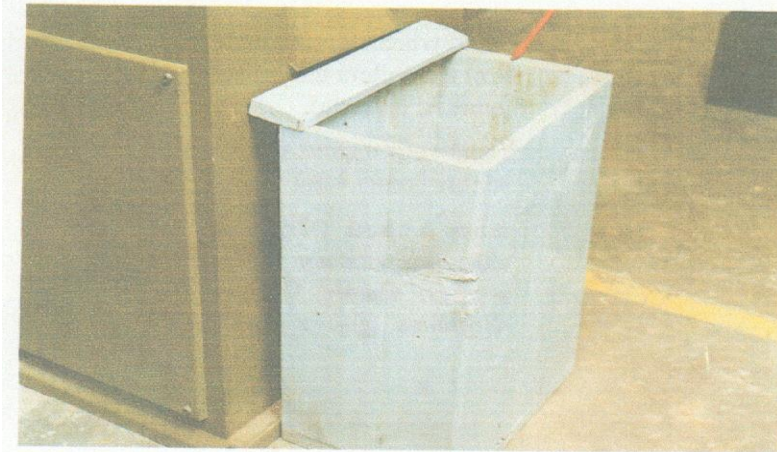


Hand wheel. To manually turn the rollers and release jammed leather

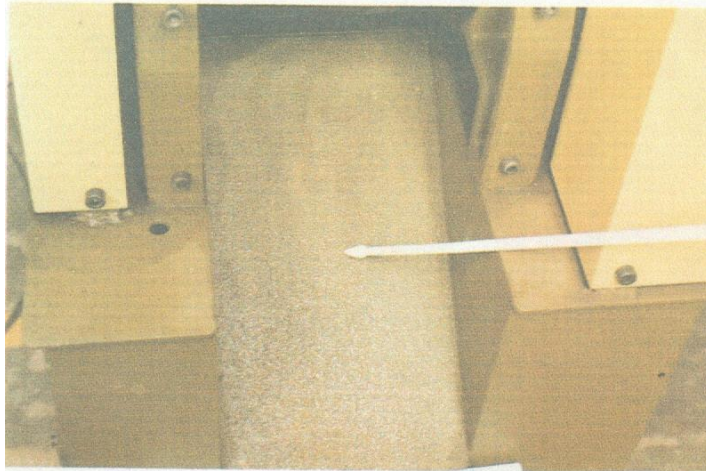


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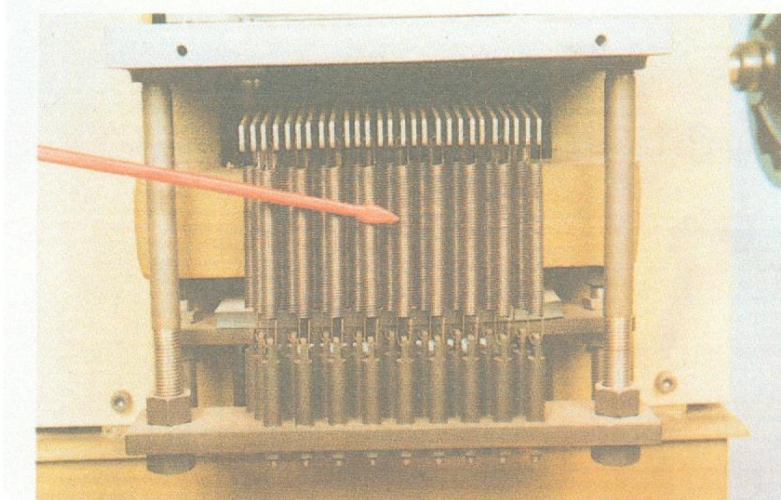
Leather catching tray.



Offal catching bin



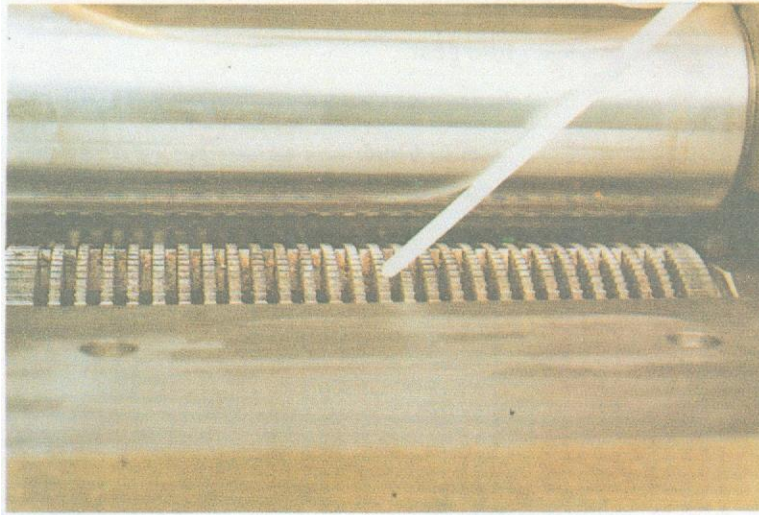
Offal Shute. For splitting off cuts to slide down.



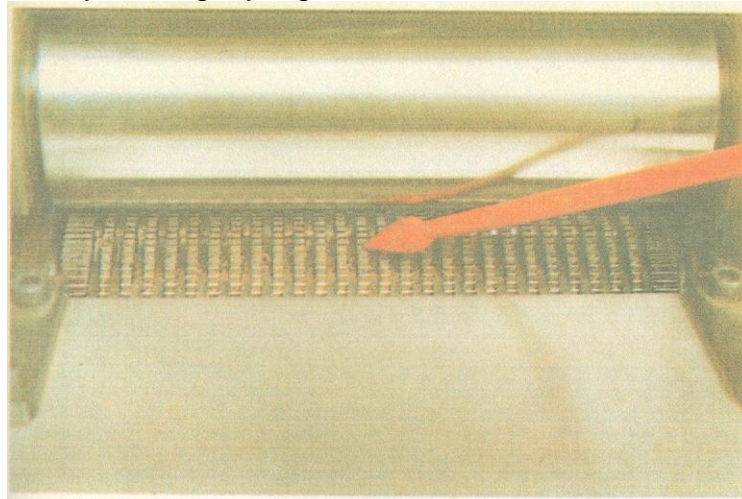
Bottom feed roller. This is a serrated roller with spacing between the

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serrated edges. It is spring loaded.



They are slightly higher than the roller at the rear.



They prevent the offal from clinging to the bottom laced roller, ven the smallest piece

The functions of various parts of the Band splitting are listed below:

On/off switch: The part on & off the machine.

Top Feed Roller: This helps feed the leather through. It is smooth so as not to damage the leather grain surface. It is not spring loaded.

Top feed roller height adjustment knob: When turned clockwise lowers the roller, anti-clockwise raises the roller. The height of the roller determines the end thickness of the leather after splitting.

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Top feed roller height adjusting wedges: When they moved in or out they raise or lower the top feed roller.

Top feed roller adjusting shaft: When turned, pulls the wedges in or pushes them out.

Top feed assembly plate: This plate holds the top feed assembly in place.

Calibration plate: This is marked off in millimeters & indicates the remaining substance of leather after splitting.

Calibration pointer: This is housed in the adjusting wedge.

Transparent safety sheet: This slides up or down to allow for different thicknesses of leather.

Blade stop bars and holding screws: These ensure the correct positioning of the blade after sharpening.

Hand wheel: To manually turn the rollers and release jammed leather.

Offal Shute: For splitting off cuts to slide down.

Bottom feed roller: This is a serrated roller with spacing between the serrated edges. It is spring loaded.

Anti-offal jamming lever:

1. These are placed between the bottom feed roller spaces.
2. They are slightly higher than the roller at the rear.
3. They are spring loaded.
4. They prevent the offal from clinging to the bottom feed roller, even the smallest piece.

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SELF-CHECK 7.2-1

Question No 1:

Write at least five (5) parts of a splitting machine

1.
2.
3.
4.

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ANSWER KEY 7.2-1

1. Parts of Splitting Machine

- On/Off switch,
- Top Feed Roller,
- Adjustment knob,
- Adjusting wedges,
- Adjusting shaft,
- Centralizing yoke,
- Yoke holding nut,
- Top feed assembly plate,
- Calibration plate,
- Calibration pointer,
- Screw,
- Lubricant points,
- Transparent safety sheet,
- Securing knobs,
- Work plate,

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ACTIVITY SHEET 7.2-1

Activity Title	Identify parts of the splitting machine
Purpose	After completing this job, you will be able to identify parts of the splitting machine.
Supplies/Materials	Splitting Machine
Procedure:	<p><u>Splitting machine Parts:</u></p> <ul style="list-style-type: none"> • On/Off switch, • Top Feed Roller, • Adjustment knob, • Adjusting wedges, • Adjusting shaft, • Centralizing yoke, • Yoke holding nut, • Top feed assembly plate, • Calibration plate, • Calibration pointer, • Screw, • Lubricant points, • Transparent safety sheet, • Securing knobs, • Work plate, • Blade stop bars & holding screws, • Front cover plate, • Hand Wheel, • Oil well, • Leather catching tray, • Offal catching bin, • Offal Shute, • Blade, • Bottom feed roller, • Anti-offal jamming lever,
Assessment Method:	Performance Criteria Checklist

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PERFORMANCE CRITERIA 7.2-1

Criteria	YES	NO
Did I....		
1. Identify different types of machine		
2. Maintain and set up machine as per operation manual accordance to the standard operating procedure		

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LEARNING OUTCOME 3

SET UP AND MAINTAIN BAND SPLITTING MACHINE

CONTENTS:

1. Select top feed is to obtain specified thickness according to the job instruction.
2. Test settings prior to job production
3. Blades are sharpened according to company practice, Standard operation Procedure (SOP)
4. Identify and report damaged/worn out parts as per company practice.
5. Checked and cleaned extractor bag.

ASSESSMENT CRITERIA:

1. According to the job instruction, top feed is selected to obtain specified thickness
2. Settings are tested prior to job production
3. Blades are sharpened according to company practice, Standard operation Procedure (SOP)
4. Damaged/worn out parts identified and reported as per company practice.
5. Extractor bag checked and cleaned.

CONDITIONS:

Trainees must be provided with the following:

- Personal Protective equipment
- Splitting Machine

Learning Materials

- Books, manuals
- Modules/references

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LEARNING ACTIVITIES

LEARNING OUTCOME: Set Up and Maintain Band Splitting Machine

LEARNING ACTIVITIES	RESOURCES/SPECIAL INSTRUCTIONS
Set Up and Maintain Band Splitting Machine	<ul style="list-style-type: none">• Read information sheet 7.3-1• Answer Self-Check 7.3-1 then refer to Answer Key 7.3-1

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INFORMATION SHEET 7.3-1

Set Up and Maintain Band Splitting Machine

Learning Objectives:

After reading this INFORMATION SHEET, you will be able to identify various types and quality of leathers according to colors, shade and thickness as per specification.

According to the job instruction, top feed is selected to obtain specified thickness & Settings are tested prior to job production:

Machine Calibration:

1. Make sure the machine is switched off.
 - a) At the machine
 - b) At the supply switch
2. Remove the safety cover.
3. Undo the blade stop bars and move them towards the front of the machine
4. Take off the leather catching tray.
5. Undo the blade securing bolts slightly with the 19mm spanner.
6. Take off the hand wheel.
7. Remove the top roller height adjusting knob
8. Take off the right side cover,
9. Remove the left side cover
10. Remove the lubrication lines
11. Undo the top feed assembly plate securing bolts.
12. Remove the top feed assembly plate
13. Lift off the height adjustment bar with the wedges intact.
14. Lift off the top feed roller.
15. Move the blade forward to within 6mm back from the feed roller centre
16. Evenly across the entire blade length
17. Finger tighten the blade securing bolts
18. Check that there is 0.50mm gap between the bottom roller and blade edge. (Use the feeler gauge).
19. Check that there is 1.50mm gap between the edges of both the blade and anti-offal jamming lever ends.
20. Check that there is a 0.20mm gap between the blade blade edge and the upper most point of the anti-offal jamming levers.
21. When you are satisfied that all specifications are correct and in place.

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22. Gently slide the blade stop bars, up to the blade on both sides.
23. Tighten the bolts with the 5mm Allen key,
24. Slide the blade back away from the stop bars
25. Then forward onto the stop bars.
26. Tighten the blade securing bolts and nuts with the 19mm spanner to hold the blade in this position.
27. Replace the top feed roller.
28. Make sure the gears mesh,
29. Put back the height adjustment bar with wedges attached,
30. Replace the top feed assembly plate. Make sure the yoke goes into the centralizing position on the bar,
31. Tighten the assembly plate bolts.
32. Tighten each bolt a few turns each time to lower the assembly plate and evenly.
33. Attach the lubrication lines.
34. Put back the side covers on both sides.
35. Re-attach the lop roller height adjusting knob.
36. Replace the hand wheel,
37. Replace the leather catching tray,
38. Re-attach the safety cover.
39. Turn on the machine
 - a) At the main supply,
 - b) At the machine
40. Split some scrap leather by feeding the leather between the rollers with the grain side up.
41. Walk to the back of the machine. Check the leather for thickness at several points to ensure the machine is splitting evenly.
42. Adjust the roller height until the leather is being split evenly to 3mm.
43. Always make your final check with a fresh piece of leather.
44. When satisfied, undo the calibration pointer holding screw.
45. Move the pointer along the calibration plate
46. To the 3mm mark
47. Tighten the pointer screw
48. The machine should now be calibrated to split material to the thickness indicator marks on the plate.

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Blade Sharpening:

1. Make sure the machine is switched off
 - a. At the machine
 - b. At the supply switch
2. Undo both blade securing bolts & nut then remove
3. Slide out the blade & pick up by the back end
4. Slide the blade onto carry board & bolt into position
5. Take the blade on the carry board to the sharpening device
6. Transport the blade from the carry board to the blade sharpening base plate
7. Slide the blade forward
8. Holding a piece of plastic or wood on the end of the plate
9. Slide the blade up to this
10. Bolt the blade firmly in this position
11. Check with your piece of plastic or board that the blade did not move whilst tightening the bolts
12. Set the plate angle
13. The sharpening stone height
14. So that the sharpening stone is flat on the edge
15. Tighten both the plate and sharpening stone height in this position
16. Apply oil to the fine side of the sharpening stone
17. The sharpening stone should be able to twist & turn freely
18. Let the stone rest on the blade edge & rub in a circular motion
19. Only rub in one circular direction
20. Work your way evenly across & back from one end of the blade
21. To the other
22. When the blade has been crossed twice with the sharpening stone
23. Put the sharpening stone aside
24. Feel for a burr on the under edge of the blade, feeling from the back of the blade blade to the front
25. Keep sharpening until a burr is felt
26. Turn the blade over & set up as original procedure
27. Apply more oil to the stone
28. Sharpen the blade from the opposite side
29. It is important to apply the same number of sharpening strokes to both sides of the blade
30. This will ensure an even wearing away of the blade edge
31. Transport the blade back to the machine

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32. Place the blade in the machine up to the blade stops
33. Replace & tighten the blade securing bolts & nuts
34. Turn on the machine
35. Test the blade for sharpening & accuracy.

Damaged/worn out parts identified and reported:

1. Wrong substance
2. Groove on split side
3. Grain side remove
4. Flesh not removed
5. Heel or toe of sole chip

Cause:

1. Operator feeding a leather into the machine before the previous leather is clean of the rollers
2. Operate not check
3. Leather not split enough not down to correct substance
4. Leather is too light in substance
5. Operation feeding sole into the machine wrong side up
6. Chip in knife
7. Offal going through rollers on grain side
8. Machine not calibrated
9. Operator not checking work

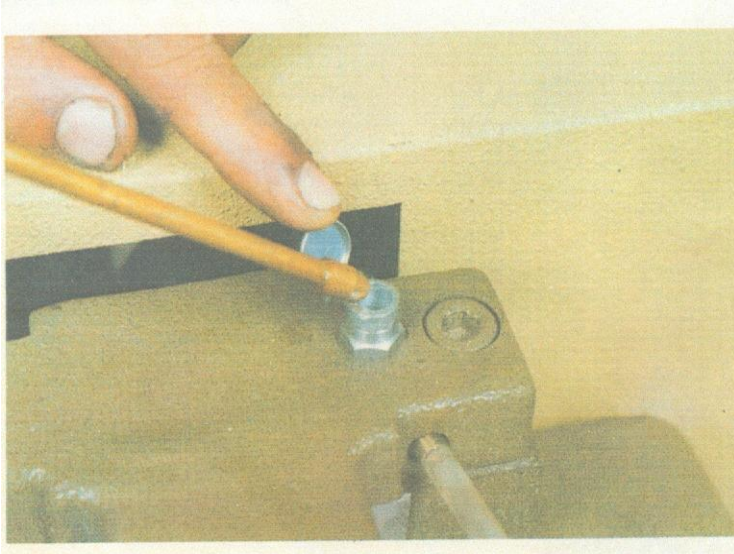
Correction:

1. Re-cut leather to a smaller size
2. Replace leather & re-split
3. Operator practice
4. Sharpen blade to remove the chip
5. Keep work area tidy
6. Operator to check work

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Maintenance:

1. Lubricate all oiling point. Use SAE 20-30 oil. Oil whilst the machine is running.

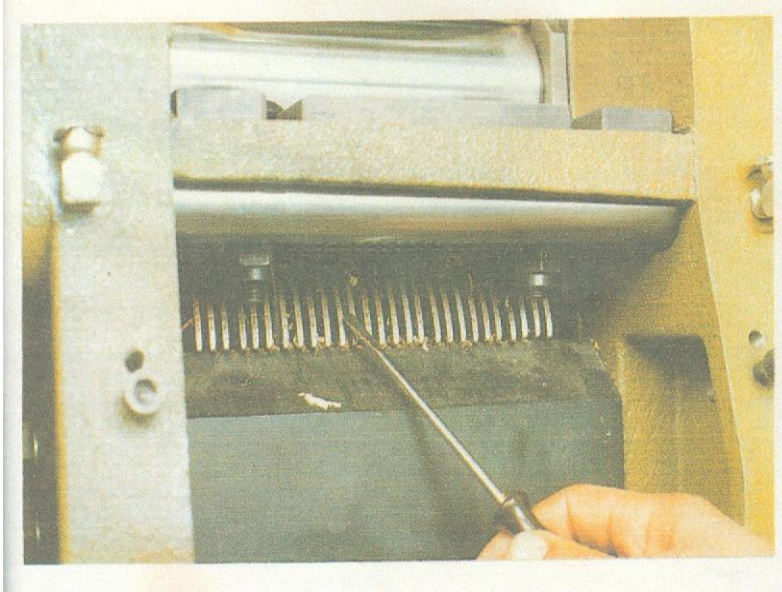


2. Empty offal bin.

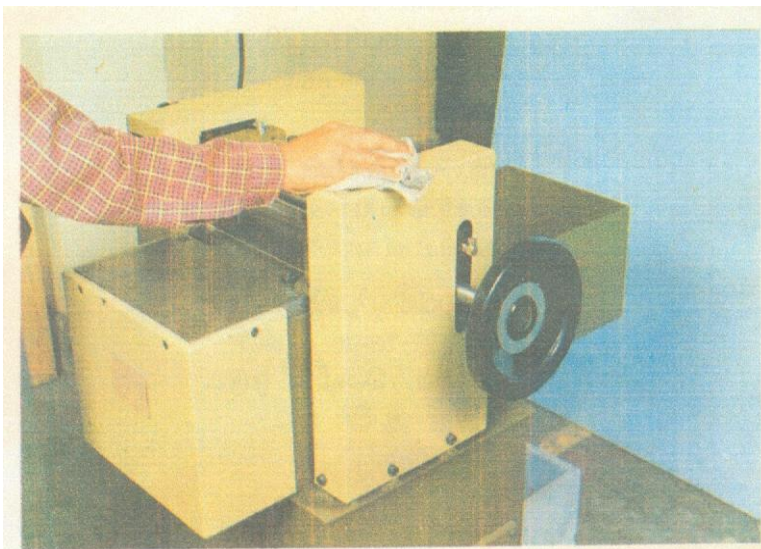


3. Clean between bottoms feed wheel space with small screw driver.

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4. Clean the machine with cloth.



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SELF-CHECK 7.3-1

1. Enumerate the damage or worn out parts of the splitting machine that must be reported
2. How do we maintain the condition of the splitting machine?

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ANSWER KEY 7.3-1

1.

- Operator feeding a leather into the machine before the previous leather is clean of the rollers
- Operate not check
- Leather not split enough not down to correct substance
- Leather is too light in substance
- Operation feeding sole into the machine wrong side up
- Chip in knife
- Offal going through rollers on grain side
- Machine not calibrated
- Operator not checking work

2.

- Lubricate the machine
- Always empty the offal bin
- Clean the bottoms feed
- Clean the machine

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LEARNING OUTCOME 4 OPERATE SPLITTING MACHINE

CONTENTS:

1. Complete job work according to the specification and company quality standards.
2. Maintain records as per company practice.

ASSESSMENT CRITERIA:

1. Job work is completed according to the specification and company quality standards.
2. Records are maintained as per company practice.

CONDITIONS:

Trainees must be provided with the following:

- Personal Protective equipment
- Splitting Machine

Learning Materials

- Books, manuals
- Modules/references

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LEARNING ACTIVITIES

LEARNING OUTCOME: Operate Splitting Machine

LEARNING ACTIVITIES	RESOURCES/SPECIAL INSTRUCTIONS
Operating Splitting Machine	Read information sheet 7.4-1 Answer Self-Check 7.4-1 then refer to Answer Key 7.4-1

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INFORMATION SHEET 7.4-1

Operate Splitting Machine

Learning Objectives:

After reading this INFORMATION SHEET, you will be able to demonstrate how to operate a band splitting machine.

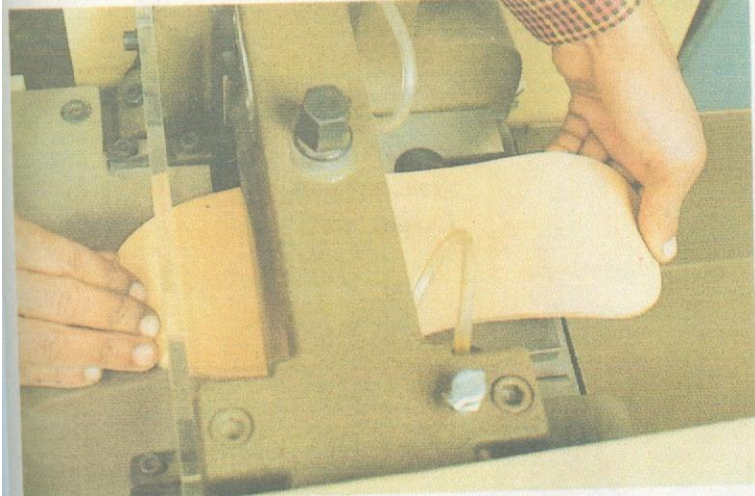
Machine operation:

1. You will require some species of leather of the same material
2. Switch on the machine.
3. Set the calibration dial to the desired setting. In this case 8 mm.



4. Feed through a large piece of offal, with the grain side up. Release your grip on the material as soon as machine begins to feed.
5. Check the 5mm. If not correct, alter the machine until you are splitting the required thickness.
6. Hold your leather in your left hand, with the grain side up. Heel edge towards the machine.

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7. Feed the leather through the machine.
 - a. Feed through the first piece with your light hand. Heel first.
 - b. While this is feeding through grip the next piece out of your left.
 - c. As the first piece just clears the feed rollers, insert the next sole in.
 - d. Repeat the procedure until all soles have been split.
8. Present your completed soles to your supervisor for checking.



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Split:

The flesh split that occurs when the machine splits skin into two is processed according to the purpose for which it is needed. However, processing of flesh split is similar to that of grain leather.

The so-called split bend, which is reduced to its butt part, undergoes various process-controlled tanning procedures at BOXMARK. The double bend's conversion to leather by special after treatments such as fat liquoring, dyeing and surface finishing gives a high-quality suede and completed leather for the shoe, bag, garment and belt industry.

The huge number of applications for BOXMARK split leather, which excels through its long service use and hard ware, spans from exclusive fashion wear of daily consumer goods to the technically high-brow drive systems of contemporary machine plants.

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SELF-CHECK 7.4-1

Write down machine operation.

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ANSWER KEY 7.4-1

Machine operation:

1. You will require some species of leather of the same material
2. Switch on the machine.
3. Set the calibration dial to the desired setting. In this case 8 mm.
4. Feed through a large piece of offal, with the grain side up. Release your grip on the material as soon as machine begins to feed.
5. Check the 5mm. If not correct, alter the machine until you are splitting the required thickness.
6. Hold your leather in your left hand, with the grain side up. Heel edge towards the machine.
7. Feed the leather through the machine.
 - e. Feed through the first piece with your light hand. Heel first.
 - f. While this is feeding through grip the next piece out of your left.
 - g. As the first piece just clears the feed rollers, insert the next sole in.
 - h. Repeat the procedure until all soles have been split.
8. Present your completed soles to your supervisor for checking.

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LEARNING OUTCOME 5

CHECK SPLIT MATERIAL

CONTENTS:

1. Check split pieces for quantity and quality standards.
2. Replace and record defect pieces.
3. Stack all materials ready for next operation.
4. Clean work place and machine as per work place standard.
5. Dispose waste according to the company regulations.
6. Check extractor bag and dispose waste according to workplace standard.

ASSESSMENT CRITERIA:

1. Split pieces are checked for quantity and quality standards.
2. Defect pieces are replaced and recorded.
3. All materials are stacked ready for next operation.
4. Work place and machine are cleaned as per work place standard.
5. Waste is disposed of according to the company regulations.
6. Extractor bag is checked and waste disposed of according to workplace standard.

CONDITIONS:

Trainees must be provided with the following:

- Personal Protective equipment
- Splitting Machine

Learning Materials

- Books, manuals
- Modules/references

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LEARNING ACTIVITIES

LEARNING OUTCOME: Check Split Material

LEARNING ACTIVITIES	RESOURCES/SPECIAL INSTRUCTIONS
Checking Split Material	<ul style="list-style-type: none">• Read information sheet 7.5-1• Answer Self-Check 7.5-1 then refer to Answer Key 7.5-1• Perform Activity sheet 7.5-1. Use Performance Criteria Checklist.

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INFORMATION SHEET 7.5-1

Check Split Material and Clean Workplace

Learning Objectives:

After reading this INFORMATION SHEET, you will be able to check split material.

**Finish product is checked against workplace quality standard.
Faults are recorded.**

Work place and machine are cleaned as per work place standard:

1. Finish product is checked against workplace quality standard.

Checks after cutting:

Look for

- The correct number of sections,
- The correct number of lefts & rights,
- Undercut or chipped sections & accuracy of prick marks,
- Correct direction & amount of stretch.

2. Faults are recorded:

- All components should be cut to the exact shape of the pattern. There should not be and parts chopped off components.

- Bundle the components nearly on top of each other; place an elastic band around them to hold them in position. Grain side in.

- The clicker will continue cutting until he has cut required pair age. They would normally be bundled in 5 pair lots. Check them perfectly.

- Check for quality on each piece if missing.

3. Work place and machine are cleaned as per work place standard:

Work place clean

This education program provides a guideline for a clean and safe workplace. It is intended to give contractors and workers practical information relating to good housekeeping in the workplace. This education program contains general information. For specific regulatory requirements, please consult the appropriate regulations concerning Safe Work Practices adopted under the Workplace Safety and Health Act and Regulations.

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A clean and safe workplace

Poor housekeeping on the job site is a frequent cause of workplace accidents and worker injuries. These types of accidents can be easily be prevented by keeping the workplace clean. Good housekeeping makes jobs more efficient and safe.

Housekeeping on the job means cleaning up scrap and debris, putting it in containers, and making sure the containers are emptied regularly. It also means proper storage of leathers and equipment. Good on-the-job housekeeping is one of the easiest ways to improve your safety and that of your co-workers. Poor workplace housekeeping creates accidents waiting to happen. We all know how fast rubbish accumulates on site scrap lumber, broken bricks, pieces of drywall, garbage from coffee breaks and lunches. Construction rubbish is often irregular in shape, hard to handle, and full of sharp objects. One of the biggest problems is packaging. Too often it gets removed from leather and left where it falls. This creates tripping and slipping hazards. It also makes other hazards difficult to see. Even worse, it invites more mess. When the site is not cleaned up, no one cares about leaving garbage where it drops. People often do not recognize housekeeping as a safety issue until after an Accident has occurred. That is when bad housekeeping is revealed.

Day-to-day housekeeping and cleanliness should not be left for employees to do during the last few minutes of the work day. Housekeeping should be an ongoing effort. Whether employees or employers fill out work orders, pick up after each task or clean the workplace themselves, each one plays a role in keeping the job site clean and safe.

Important guidelines to keep in mind on the site

What are the elements of an effective housekeeping program?

Dust and Dirt Removal

In some jobs, enclosures and exhaust ventilation systems may fail to collect dust, dirt and chips adequately. Vacuum cleaners are suitable for removing light dust and dirt. Industrial models have special fittings for cleaning walls, ceilings, ledges, machinery, and other hard-to-reach places where dust and dirt may accumulate.

Special-purpose vacuums are useful for removing hazardous substances. For example, vacuum cleaners fitted with HEPA (high efficiency particulate air) filters may be used to capture fine particles of asbestos or fiberglass.

Dampening (wetting) floors or using sweeping compounds before sweeping reduces the amount of airborne dust. The dust and grime that collect in places like shelves, piping, conduits, light fixtures, reflectors, windows, cupboards and lockers may require manual cleaning.

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Compressed air should not be used for removing dust, dirt or chips from equipment or work surfaces.

Employee Facilities

Employee facilities need to be adequate, clean and well maintained. Lockers are necessary for storing employees' personal belongings. Washroom facilities require cleaning once or more each shift. They also need to have a good supply of soap, towels plus disinfectants, if needed.

If workers are using hazardous leathers, employee facilities should provide special precautions such as showers, washing facilities and change rooms. Some facilities may require two locker rooms with showers between. Using such double locker rooms allows workers to shower off workplace contaminants and prevents them from contaminating their "street clothes" by keeping their work clothes separated from the clothing that they wear home.

Smoking, eating or drinking in the work area should be prohibited where toxic leathers are handled. The eating area should be separate from the work area and should be cleaned properly each shift.

Spill Control

The best way to control spills is to stop them before they happen. Regularly cleaning and maintaining machines and equipment is one way. Another is to use drip pans and guards where possible spills might occur. When spills do occur, it is important to clean them up immediately. Absorbent leathers are useful for wiping up greasy, oily or other liquid spills. Used absorbents must be disposed of properly and safely.

Tools and Equipment

Tool housekeeping is very important, whether in the tool room, on the rack, in the yard, or on the bench. Tools require suitable fixtures with marked locations to provide orderly arrangement, both in the tool room and near the work bench. Returning them promptly after use reduces the chance of being misplaced or lost. Workers should regularly inspect, clean and repair all tools and take any damaged or worn tools out of service.

Maintenance

The maintenance of buildings and equipment may be the most important element of good housekeeping. Maintenance involves keeping buildings, equipment and machinery in safe, efficient working order and in good repair. This includes maintaining sanitary facilities and regularly painting and cleaning walls. Broken windows, damaged doors, defective plumbing and broken floor surfaces can make a workplace look neglected; these conditions can cause accidents and affect work practices. So it is important to replace or fix broken or damaged items as quickly as possible. A good maintenance program provides for the inspection, maintenance, upkeep and repair of tools, equipment, machines and processes.

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Waste is disposed of according to company regulations
Waste Disposal

The regular collection, grading and sorting of scrap contribute to good housekeeping practices. It also makes it possible to separate leathers that can be recycled from those going to waste disposal facilities.

Allowing leather to build up on the floor wastes time and energy since additional time is required for cleaning it up. Placing scrap containers near where the waste is produced encourages orderly waste disposal and makes collection easier. All waste receptacles should be clearly labeled (e.g., recyclable glass, plastic, scrap metal, etc.).

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SELF-CHECK 7.5-1

Question No: 1

How can you check finished product?

Question No:

Mention the procedure on how to check and record production faults:

Question No: 2

What are the elements of an effective housekeeping program?

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ANSWER KEY 7.5-1

Answer the Question 1:

- The correct number of sections,
- The correct number of lefts & rights,
- Undercut or chipped sections & accuracy of prick marks,
- Correct direction & amount of stretch.

Answer the Question 2:

Mention the production faults are recorded:

- All components should be cut to the exact shape of the pattern. There should not be and parts chopped off components.
- Bundle the components nearly on top of each other; place an elastic band around them to hold them in position. Grain side in.
- The clicker will continue cutting until he has cut required pair age. They would normally be bundled in 5 pair lots. Check them perfectly.
- Check for quality on each piece If missing.

Answer the Question 3:

What are the elements of an effective housekeeping program?

1. Dust and Dirt Removal.
2. Employee Facilities.
3. Spill Control
4. Tools and Equipment
5. Maintenance

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JOB SHEET 7.5-1

Title: Check for quality on each piece and clean work place after splitting leather.

Performance Objective: After completing this job, you will be able to check for quality on each piece and clean work place after splitting leather.

Equipment:
Splitting Machine
Cleaning Material

Process/Procedure

Check for quality on each piece.



All components should be cut to the exact shape of the pattern. There should not be any parts chopped off components. Bundle the components nearly on top of each other, place an elastic band around them to hold them in position. Grain side in.

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1. After grain matching check the complete shoe must be numbered with the size and pair number.
2. The clicker will continue cutting until he has cut required pair age. They would normally be bundled in pair lots. Check them perfectly.
3. Bundle completed work. Please an elastic band at each end. The top piece should be turned over to protect the grain;

**Procedure of clean work place after splitting leather.
Table need to be cleaned.**

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Clean work place floor with those tools.



Rules of usage broom



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PERFORMANCE CRITERIA 7.5-1

Criteria	YES	NO
Did I....		
1. Identify different types and quality check for cut leather under take cutting operation by using cutting machine as per specification accordance to SOP.		
2. Work place and machine are cleaned as per work place standard		

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REVIEW OF COMPETENCY

Below is your Performance Criteria Checklist for Module Splitting leather pieces

Performance Criteria	Yes	No
All safety requirements/regulations are adhered to before, during and after use.	<input type="checkbox"/>	<input type="checkbox"/>
Unsafe or faulty tools are identified and marked for repair according to designated procedures before, during and after use.	<input type="checkbox"/>	<input type="checkbox"/>
Personal protective clothing (PPE) is worn.	<input type="checkbox"/>	<input type="checkbox"/>
Parts of the splitting machine are Identified	<input type="checkbox"/>	<input type="checkbox"/>
The function of various parts of the Band splitting is listed.	<input type="checkbox"/>	<input type="checkbox"/>
According to the job instruction, top feed is selected to obtain specified thickness	<input type="checkbox"/>	<input type="checkbox"/>
Settings are tested prior to job production	<input type="checkbox"/>	<input type="checkbox"/>
Blades are sharpened according to company practice, Standard operation Procedure (SOP)	<input type="checkbox"/>	<input type="checkbox"/>
Damaged/worn out parts identified and reported as per company practice.	<input type="checkbox"/>	<input type="checkbox"/>
Extractor bag checked and cleaned.	<input type="checkbox"/>	<input type="checkbox"/>
Job work is completed according to the specification and company quality standards.	<input type="checkbox"/>	<input type="checkbox"/>
Records are maintained as per company practice.	<input type="checkbox"/>	<input type="checkbox"/>
Split pieces are checked for quantity and quality standards.	<input type="checkbox"/>	<input type="checkbox"/>
Defect pieces are replaced and recorded.	<input type="checkbox"/>	<input type="checkbox"/>

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All materials are stacked ready for next operation.	<input type="checkbox"/>	<input type="checkbox"/>
Work place and machine are cleaned as per work place standard.	<input type="checkbox"/>	<input type="checkbox"/>
Waste is disposed of according to the company regulations.	<input type="checkbox"/>	<input type="checkbox"/>
Extractor bag is checked and waste disposed of according to workplace standard.	<input type="checkbox"/>	<input type="checkbox"/>

I now feel ready to undertake my formal competency assessment.

Signed:

Date:

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REFERENCES

<http://www.redclaysoul.com/wp-content/uploads/2012/07/6-Martin-Dingman-Red-Clay-Soul-Workshop-Alligator-Belt-Process-Strap-Level.jpg>

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