

### CONTACT DETAILS OF THE AWARDING BODY FOR THE QUALIFICATION

**Name and address of awarding body:** Central Institute of Plastics Engineering and Technology (CIPET), Ministry of Chemicals and Fertilizers, Department of Chemicals and Petrochemicals, Govt. of India, Head Office, Guindy, Chennai

### Name and contact details of individual dealing with the submission

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### List of documents submitted in support of the Qualifications File:

1. Qualification Document - Machine Operator Assistant- Plastics Sacks
2. Curriculum/ Syllabus
3. Training delivery Plan
4. Criteria for Assessment of Trainees
5. Occupational Map
6. Composition of core committee for QP Development order, DCPC, MoCF, GOI
7. Presentation of 2nd core group committee meeting along with Minutes of meeting approved by members
8. Assessment Process flow
9. Documents supporting need of the Qualification:
  - a. Report of the Coordination Committee address the issue related with Human Resources/ Skilled manpower requirement of Industry- Department of Chemicals and Petrochemicals, Ministry of Chemicals and Fertilizers, Govt. Of India
  - b. A Report on Human Resource and Skill requirement for the Chemicals and Pharmaceutical sector (2022) by NSDC.
  - c. Brief report of Chemicals and petrochemicals Industry in India, April 2015, Corporate Catalyst India Pvt Ltd, Page 4
  - d. Report on Indian Plastics Industry 2013-17, edition 2, Nov 2014, PlastIndia Foundation.
  - e. Indian Plastics Industry – Vision 2012, Leverage Plastic, A report by CRISIL
  - f. Potential of Downstream Plastics Industry in North India, 26 June 2012, Knowledge and Strategy paper by Tata Strategic management Group & FICCI
  - g. Potential of plastics industry in Northern India with special focus on Plasticulture and Food Processing- 2014. A report on Plastic Industry by Tata Strategic management Group & FICCI.

## QUALIFICATION FILE

- h. Plastic Industry in India a BPF Overview for PlastIndia International Exhibition 2012, New Delhi
- i. Porters Five force Analysis of the Plastics Industry by Santanu Mandal, International Journal of Multidisciplinary Research, Vol 1, Issue 7, November 2011, ISSN 2231 5780
- j. Industry Engagement certificate in preparation of learning outcomes and Job Role Identification in Petrochemicals sector

## QUALIFICATION FILE

### SUMMARY

**Qualification Title:** Machine Operator Assistant- Plastic Sacks

**Nature and Purpose of the qualification:**

A CIPET trade certificate for Machine Operator Assistant- Plastic Sacks and main purpose of the Qualification is to get acquainted to work assists in setting up and operation of the Plastic Sacks machine to produce good quality output from Plastics materials.

**Body/bodies which will award the qualification:**

The Academic Cell – HO, Central Institute of Plastics Engineering and Technology (CIPET), Ministry of Chemicals and Fertilizers, Department of Chemicals and Petrochemicals, Govt. of India, Head Office, Guindy, Chennai.

**Body which will accredit providers to offer courses leading to the qualification:**

The Academic Cell – HO, Central Institute of Plastics Engineering and Technology (CIPET), Ministry of Chemicals and Fertilizers, Department of Chemicals and Petrochemicals, Govt. of India, Head Office, Guindy, Chennai.

**Body/bodies which will be responsible for assessment:**

The assessment is being carried out at individual Centre level. Training Assessment Wing is created in Head Office (HO) of Central Institute of Plastics Engineering and Technology (CIPET), Ministry of Chemicals and Fertilizers, Department of Chemicals and Petrochemicals, Govt. of India, Guindy, Chennai is responsible for overall assessment.

**Occupation(s) to which the qualification gives access:**

Assistant Plastics Sacks occupation in Plastics product manufacturing process.

**Proposed level of the qualification in the NSQF: 3**

**Anticipated volume of training/learning required to complete the qualification:**

480 Notional hours.

**Entry requirements / recommendations:**

Minimum qualification – Preferably 8<sup>th</sup> Standard, Minimum age - 18 years completed.

**Progression from the qualification:**

The Machine Operator Assistant-Plastics Sacks (Level 3) has a clear pathway to Machine Operator- Plastics Sacks (Level 4).

**Planned arrangements for the Recognition of Prior learning (RPL):**

RPL arrangements are being developed and will be informed in due course of time.

## QUALIFICATION FILE

**International comparability where known:** It will be carried out in next phase as comparability is being verified.

**Date of planned review of Qualification:** 04.08.2017

### Format Structure of the Qualification:

Title and Identification code of component	Mandatory/ Optional	Estimated Size (Notional Hours)	Level
CPC/N 1111: Maintain basic health and safety practices at the workplace, 5S.	M	40	3
CPC/N 1112: Fitting Tools Measuring Equipment's & Practice	M	40	3
CPC/N 1113: Introduction to Polymers and thermoplastics Materials	M	40	3
CPC/N 1114: Basic Knowledge of woven sack/raffia plant operations with startup and shut down procedure	M	140	3
CPC/N 1115: Basic Knowledge of Weaving technology and Loom operation (Circular)	M	140	3
CPC/N 1116: Auxiliary equipment's used in Plastics Sack and Tape Production	M	40	3
CPC/N 1117: Basic Knowledge of Communication/soft skills	M	40	3
<b>Total</b>		<b>480</b>	

Qualifications Document - Machine Operator Assistant – Plastics Sacks attached as Annexure.

## QUALIFICATION FILE

### SECTION 1

#### ASSESSMENT

##### **Body/Bodies which will carry out assessment:**

A Separate department/ body -Training Assessment Wing of Central Institute of Plastics Engineering and Technology (CIPET), Ministry of Chemicals and Fertilizers, Department of Chemicals and Petrochemicals, Govt. Of India, Head Office, Guindy, Chennai.

##### **Will the assessment body be responsible for RPL assessment?**

RPL arrangements are being developed and will be informed in due course of time.

##### **Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:**

With uniformity and setting of learning outcomes for different Jobs Roles the assessment of candidates will be at learning outcome level. Assessment criterion has been defined for each learning outcome and it includes both theoretical and practical skills on which the candidate will be assessed. The question suite which will be used to check the skills of the trainee would include

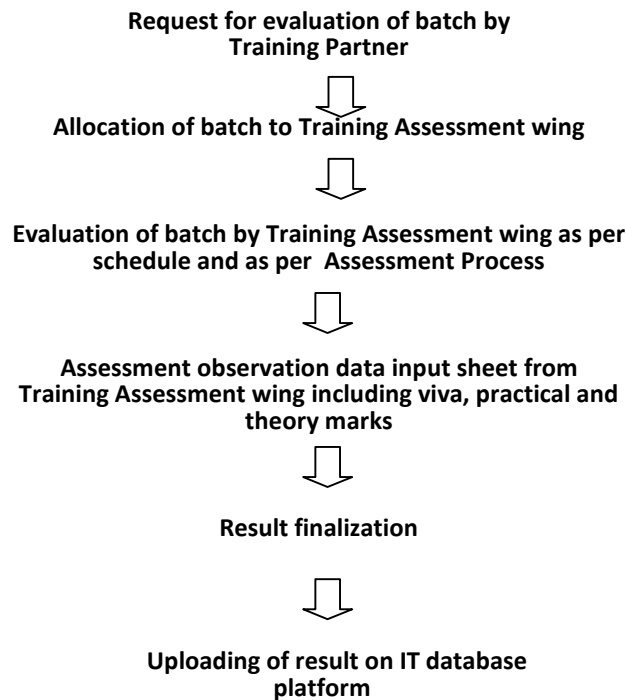
- **Theoretical test suite** – Will include multiple choice questions, audio-video question etc. which will test the trainee on his knowledge of the subject
- **Practical Knowledge suite** – Practical knowledge can be tested through Assessor driven evaluation/test, Situational Judgment Tests etc to test practical core competence. A mix of these would be able to evaluate the trainee on his practical knowledge of the Qualification Document.

##### **Assessment strategy:**

- Assessment criteria for Qualification Document have been developed. Each Learning Outcome have separate marks for Theory and Practical Skills.
- The Training Assessment Wing will have assessors who will not be associated with training activities and will be provided training on the said work. Thus it will ensure that the assessment carried out is fair and consistent.
- Set of question bank developed to assess the theoretical and practical knowledge. To ensure the quality, each trainees get the unique set of question
- Student has to score minimum marks separately for theoretical and practical skill and overall percentage should also be 50% for theory and 70% for practical.
- Empanelment of subject matter expert as assessor to assess trainee specifically on practical skills
- Assessments are preferably conducted by written examination papers in English/regional languages according to the requirement.
- It has been ensure that TP/trainer should not be present during assessment

## QUALIFICATION FILE

### Assessment Process Flow:



### Summative Assessment:

Based on the Total Marks allotted for the specific subject, formal evaluation shall be conducted. Based on secured marks, candidates shall be declared pass or fail.

Steps undertaken for summative assessment:

1. Based on Completion of Batch, Evaluation Schedule shall be prepared
2. Identified Assessor is nominated for Evaluation
3. Setting up of separate Question Paper for Theory & Practical Examination
4. Conduct of examination as per the schedule
5. Evaluation & Certification

**Evidence Collected during Assessment:** Theoretical Answer Sheets, Practical Exam Sheets, Evaluation Sheets, Jobs produced during practical Exams.

### Protocol for Selection of Assessors:

- The Assessors should have the minimum qualification: Degree in Engineering.
- The Assessors should have minimum 5 years of Experience in the relevant field.

## QUALIFICATION FILE

### ASSESSMENT EVIDENCE

1. Criteria for assessment for each Qualification Document will be created by CIPET.
2. Each Assessable outcome (AO) will be assigned marks proportional to its importance in Learning Outcome and few performance criteria may be allotted marks in combine.
3. Each Learning Outcome will be assessed both for theoretical knowledge and practical which is being proportionately demonstrated in the table below.
4. The assessment for the theory part will be based on knowledge bank of questions created by CIPET which will contain multiple choice theory questions and Practical question database with mark allotment criteria.
5. To pass the Qualification Document, every trainee should score a minimum of 50 % in Functional and all Generic Learning Outcome's.
6. In case of successfully passing only certain number of Learning Outcome's, the trainee is eligible to take Subsequent assessment on the balance Learning Outcome's to pass the Qualification Document.

**Title of the Component:** Machine Operator Assistant – Plastic Sacks

Assessable Outcome		Assessment criteria for the outcome		
LO	Assessable Outcome Description	Theory	Practical	Total
1. CPC/N 1111: Maintain basic health and safety practices at the workplace, 5S.	AO1. Wear protective clothing/equipment for specific tasks and work conditions	0.5	1	1.5
	AO2. Carry out safe working practices while dealing with hazards to ensure the safety of Self and others.	0.5	1	1.5
	AO3. Apply good housekeeping practices at all times	0.5	1	1.5
	AO4. use the various appropriate fire extinguishers on different types of fires correctly	0.5	1	1.5
	AO5. Demonstrate rescue techniques applied during fire hazard, demonstrate good housekeeping in order to prevent fire hazards, demonstrate the correct use of a fire extinguisher.	0.5	2	2.5
	AO6. Identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals, loud noise, and Identify areas in the plant which are potentially hazardous/unhygienic in nature. Conduct regular checks with support of the maintenance team on machine health to identify potential hazards due to wear and tear of machine.	0.5	2	2.5
	AO7. Inform the concerned authorities on the potential risks identified in the processes, workplace area/ layout, materials used etc, Inform the concerned authorities about machine breakdowns, damages which can potentially harm man/ machine during operations.	0.5	2	2.5
	AO8. Create awareness amongst other by sharing information on the identified risks.	0.5	2	2.5

## QUALIFICATION FILE

	AO9. Follow the sorting process and check that the tools, fixtures & jigs that are lying on workstations are the ones in use and unnecessary items are not cluttering the workbenches or work surfaces.	0.5	2	2.5
	AO10. Ensure segregation of waste in hazardous/ non Hazardous waste as per the sorting work instructions	0.5	2	2.5
	AO11. Follow the technique of waste disposal and waste storage in the proper bins as per SOP	0.5	2	2.5
	AO12. Segregate the items which are labeled as red tag items for the process area and keep them in the correct places	0.5	2	2.5
	AO13. Sort the tools/ equipment/ fasteners/ spare parts as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/ work instructions	0.5	2	2.5
	AO14. Ensure that areas of material storage areas are not overflowing. Properly stack the various types of boxes and containers as per the size/ utility to avoid any fall of items/ breakage and also enable easy sorting when required	0.5	2	2.5
	AO15. Return the extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area	0.5	1	1.5
	AO16. Follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards.	0.5	1	1.5
	AO17. Follow the proper labeling mechanism of instruments/ boxes/containers and maintaining reference files/ documents with the codes and the lists	0.5	1	1.5
	AO18. Check that the items in the respective areas have been identified as broken or damaged	0.5	1	1.5
	AO19. Follow the given instructions and check for labeling of fluids, oils, lubricants, solvents, chemicals etc. and proper storage of the same To avoid spillage, leakage, fire etc.	0.5	1	1.5
	AO20. Make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions	0.5	1	1.5
	<b>Sub total</b>	<b>10</b>	<b>30</b>	<b>40</b>
2. CPC/N 1112: Fitting Tools Measuring Equipments & Practice	AO1. comply with health and safety, environmental and other relevant regulations	0.5	1	1.5
	AO2. Adhere to procedures and guidelines for personal protective equipment (PPE) and other relevant safety regulations while performing die fitting operations	0.5	1	1.5
	AO3. Work following laid down procedures and instructions	0.5	1	1.5
	AO4. Ensure work area is clean and safe from hazards	0.5	2	2.5
	AO5. ensure that all tools, equipment, power tool cables, extension leads are in a safe and usable condition	0.5	2	2.5
	AO6. Basic Knowledge of job specification from a valid and approved source	0.5	2	2.5
	AO7. Understand job requirements from the job specification document properly	0.5	2	2.5
	AO8. report to operator information time to time.	0.5	2	2.5



## QUALIFICATION FILE

	AO9. Basic Knowledge of the fitting operations as per procedure	1	2	3
	AO10. ensure that all calibrated measuring instruments used.	1	2	3
	AO11. ensure that the components used are free from foreign objects, dirt and corrosion	1	2	3
	AO12. Obtain appropriate tools and measuring instruments.	0.5	2	2.5
	AO13. Understand of work pieces as per job requirements using appropriate holding devices	0.5	2	2.5
	AO14. Helping to operator while Marking specified features with the help of marking-out methods on the work pieces as per job specification by using appropriate measuring and marking tools.	0.5	2	2.5
	AO 15. Basic knowledge of different fitting operations on various forms of metal components using a range of hand tools and manually operated machines	0.5	2	2.5
	AO16. Basic knowledge of Carrying & return all tools and equipment to the correct location on completion of the fitting activities	0.5	2	2.5
	AO 17. Cleaning the work area in a safe and tidy condition on completion of job activities	0.5	1	1.5
	<b>Sub total</b>	<b>10</b>	<b>30</b>	<b>40</b>
3. CPC/N 1113: Introduction to Polymers and thermoplastics Materials	AO1. Basic Importance of polymers in Human Life.	1	2	3
	AO2. Understand fundamental terminology of polymers	1	2	3
	AO3. Types of polymers & its application.	1	4	5
	AO4. Basic Knowledge of Polymers- Types of Polymers- Thermoplastics, Elastomers	1	4	5
	AO5. Plastic Material Application-commodity sector, telecommunications, automobiles, packaging medical, Electrical and Electronics & aerospace etc.	1	4	5
	AO6. Commodity Polymers: Polyolefin: LDPE – HDPE – LLDPE, PP etc.	1	4	5
	AO7. Engineering Polymers: PC, ABS, PMMA, POM, PA-NYLON etc.	1	4	5
	AO8. Special Polymers: FEP, PVDF etc.	1	2	3
	AO9. Basic Knowledge of Identification Method :-Drop Test ,water floatation Test, Scratch test.	1	2	3
	AO10. Basic Knowledge of Advanced Methods of Identification:-MFI, Melting etc.	1	2	3
	<b>Sub total</b>	<b>10</b>	<b>30</b>	<b>40</b>
4. CPC/N 1114: Basic Knowledge of woven sack/raffia plant operations with start up and shut down procedure	AO1. Understand Basic needs for plastics sack/tape process principle.	1	2	3
	AO2. Basic Knowledge of merits and demerits of sack/tape process to over the all others plastic Process.	1	3	4
	AO3. Basic Knowledge of finishing operation including surface treatment of the fabricated product if required as per SOP,	1	4	5
	AO4. Basic understanding of tape extrusion line and its terminology-as quenching, heating and orientation by stretching annealing, winding etc	1	4	5
	AO5. Basic understanding of Film extrusion: - Types & specification requires. Blown film, Flat film, cast film.	1	2	3
	AO6. Basic understanding of Special film extrusion: - Tubular quench film (TQ), expanded film, Co extruded film & sheet etc.	1	2	3

## QUALIFICATION FILE

	AO7. Basic understanding of Pipe / tube extrusion process: - Introduction, development different features. Construction & operation Pipe extrusion line according to various material & sizes.	2	4	6
	AO8. Basic Knowledge of Sizing method, take off method & post operation method.	2	4	6
	AO9. Understand the type of process to be used depends on a variety of factors	2	4	6
	AO10. Understand the Parameters, including product shape and size, plastic type, quantity to be produced,	2	4	6
	AO11. Basic Knowledge of Common Process Parameter like Temperature, Pressure and Speed and its controls.	1	4	5
	AO12. Basic Knowledge of Post production and storing.	1	4	5
	AO13. Basic Knowledge of Machine Operation and process parameter of sack/tape.	1	4	5
	AO14. Basic Knowledge of Shut down procedure- extruder, tape line/ circular looms and weaving machines etc.	1	4	5
	AO15. Basic Knowledge of Type of Conversion Techniques: Lamination Sealing cutting, Printing and Other processes.	1	4	5
	AO16. Basic Knowledge of preheating and pre operations of plastic if required	1	4	5
	AO17. Basic Knowledge of plastic material are mixed with additives, fillers (if any) before being fed into the hopper	1	4	5
	AO18. Feed the required operation code in the apparatus for heaters to melt the plastic material at the predefined temperature	1	4	5
	AO19. Enter process temperature, volume of plastic material and weight settings in the machine as per data sheet	1	4	5
	AO20. Basic Knowledge of Enter machine and process parameters such as pressure and time as per the data sheet	1	4	5
	AO20. Basic Knowledge of Enter machine and process parameters such as pressure and time as per the data sheet	1	2	3
	<b>Sub total</b>	<b>25</b>	<b>75</b>	<b>100</b>
5. CPC/N 1115: Basic Knowledge of Weaving technology and Loom operation (Circular)	AO2. Understand basic Need of Tools and Accessories and Machineries.	0.5	1	1.5
	AO3. Understanding of raw Material for Loom , weaving machines operation	0.5	1	1.5
	AO4. Basic Knowledge of Various types of Loom, weaving machines operation process.	0.5	1	1.5
	AO5. Basic Knowledge of Various types of Loom:- shuttle , projectile loom, rapier loom water jet loom, air jet loom and circular looms etc	0.5	1	1.5
	AO6- Basic Knowledge of Type of weaving – single phase and multiphase	0.5	2	2.5
	AO7. Understand basic Setting of Loom , weaving Machine operation merits and demerits/over other Process	0.5	2	2.5
	AO8.Check the identified feed strip for dimension uniformity/identified tape	0.5	4	4.5
	AO9. make tiny & firm weaver's knots	0.5	4	4.5

## QUALIFICATION FILE

AO10. find out broken warp ends, find out the location of the broken end, by bringing the hands under the dropper bars , with mechanical droppers . detect the location using the indication lamp & by bringing the hands over the droppers, with electrical warp stop motion	1	4	5
AO11. Mind the broken warp end in the sized beams with the thrums of the same count of the sized beams, using " weavers ' knots"	1	4	5
AO12. Basic knowledge of Run the loom by pulling the starting handle with full torque.	1	4	5
AO13. Clean the machines & work area, so as to ensure good working atmosphere, without damaging the tape in the looms where the cleaning work is carried out as well as in the adjacent & opposite looms . should not misuse " air". can use air for cleaning, only in the areas.	1	4	5
AO14. Check for operation of weaving and loom apparatus as per the checklist provided	1	4	5
AO15. Basic knowledge of Fix the desired loom to the weaving and loom machine apparatus in order to achieve the desired operation as per the Work Instructions/ SOPs	1	4	5
AO16. Understand basic functionality and assembly of weaving and loom machine as per SOP.	1	2	3
AO17. Adjust the weaving and loom machine controlling and program with the help of tools and software as per requirement.	1	2	3
AO18. Understand the molding procedure and process to be adopted for completing the work order from the supervisor by referring the Work Instruction document/ SOP manual	1	2	3
AO19. Ensure that the required material is procured from the store before starting the process	1	2	3
AO20. Understand the type of looms and weaving required for executing the required operation and ensure that the same is available for operations	1	2	3
AO21. Ensure pouring in line with defined standards and specifications	1	2	3
AO22. Record the feeding observations like interrupted pouring or any abnormality	1	2	3
AO23. Conduct a test process and produce a sample output as per the sketches/ engineering drawing shared with the supervisor.	1	2	3
AO23. Conduct a test process and produce a sample output as per the sketches/ engineering drawing shared with the supervisor.	1	2	3
AO25. In case the parts are not as per the given measurements, send the same for further processing in terms of cutting, finishing etc.	1	2	3
AO26. Note down the observations of the basic inspection process and Identify pieces which are OK and also not meeting the specified standards	1	2	3
AO27. Discard the batch which are beyond repair and repair the ones which need minor modifications in settings.	1	2	3
AO28. Maintain records of each category of work outputs as per the batch etc. so that correction can be organized.	0.5	2	2.5

## QUALIFICATION FILE

	AO29. Establish linkage between rejection of output and the pertinent causes for the same (process/ material etc.); Recommend the means for rejection control.	0.5	2	2.5
	AO30. Rectify minor defects like dimension variation, thickness variation etc. by control process parameters etc.	0.5	2	2.5
	AO31. Escalate all issues related to change in surface properties, Tensile strength etc. so that the manufacturing equipment can be reset to achieve the specified output.	0.5	2	2.5
	AO32. Provide first and last output from each batch to the lab for quality check on its composition, properties etc.	0.5	2	2.5
	AO33. Obtain clearance for the entire batch from the lab	0.5	1	1.5
	<b>Sub total</b>	<b>25</b>	<b>75</b>	<b>100</b>
6. CPC/N 1116: Auxiliary equipments used in Plastics Sack and Tape Production	AO1. Some duties include: Inspecting, monitoring, operating fuel systems, fuel oil transfer & supply lines & associated equipment and fossil fuel chillers.	0.5	1	1.5
	AO2. Operating condensate & feed water systems, circulating & cooling water systems, condensate & makeup systems, circulating service water treatment equipment, auxiliary lube oil systems, emission control equipment and miscellaneous equipment. Pass onsite training programs. Follow safety rules, regulations and procedures.	0.5	1	1.5
	AO3. Connects basic plant services as needed to meet production requirements and makes initial checks of operating conditions before initiating production runs.	0.5	1	1.5
	AO4. Assist in cleaning and lubrication of equipment and tooling and performs various preventative maintenance tasks as needed.	0.5	1	1.5
	AO5. Basic Knowledge of different types of Predrier-Hot air Oven, Hopper Driers, Dehumidifiers etc.	0.5	1	1.5
	AO6. Basic Knowledge of Chiller, Cooling Tower for the controlling temperature of Mold, machine and Fluids.	0.5	2	2.5
	AO7. Basic Knowledge of Operation and Monitoring -- Watching gauges, dials, or other indicators to make sure a machine is working properly.	0.5	2	2.5
	AO8. Basic Knowledge of Compressor and Scrap Grinder.	0.5	2	2.5
	AO9. Understand Equipment Maintenance -- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.	1	2	3
	AO10. Understand Equipment Selection -- Determining the kind of tools and equipment needed to do a job.	1	2	3
	AO11. Understand & Follow the instructions given on the equipment manual describing the operating process of the equipment	0.5	2	2.5
	AO12. Follow the Safety, Health and Environment related practices developed by the organization	0.5	2	2.5
	AO13. Ensure relevant safety board's/ signs are placed on the shop floor	0.5	2	2.5
	AO14. Operate the machine using the recommended Personal Protective Equipment (PPE) and ensure team members also use the related PPEs at the workplace	0.5	2	2.5

## QUALIFICATION FILE

	AO15. Maintain a clean and safe working environment near the work place and ensure there is no spillage of chemicals, production waste, oil, solvents etc.	0.5	2	2.5
	AO16. Attend all safety and fire drills to be self-aware of safety hazards and preventive techniques	0.5	2	2.5
	AO17. Maintain high standards of personal hygiene at the work place	0.5	2	2.5
	AO18. Ensure that the waste disposal is done in the designated area and manner as per organization SOP.	0.5	1	1.5
	<b>Sub total</b>	<b>10</b>	<b>30</b>	<b>40</b>
7. CPC/N 1117: Basic Knowledge of Communication/soft skills.	AO1. Accurately receive information and instructions from the supervisor/operator and fellow workers, getting clarification where required	0.25	1	1.25
	AO2. Accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt	0.25	1	1.25
	AO3. Display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible	0.25	1	1.25
	AO4. Basic Knowledge of consult with and assist others to maximize effectiveness and efficiency in carrying out tasks.	0.25	1	1.25
	AO5. Basic Study of Fundamental of Computers.	0.25	1	1.25
	AO6. Components of Computer: - Hardware and the software	0.25	1	1.25
	AO7. display active listening skills while interacting with others at work	0.25	1	1.25
	AO8. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism	0.25	1	1.25
	AO9. demonstrate responsible and disciplined behaviors at the workplace	0.25	2	2.25
	AO10. escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict .	0.25	2	2.25
	AO11. Stimulus	0.5	2	2.5
	AO12. Encoding/message	0.5	1	1.5
	AO13. Channel	0.5	1	1.5
	AO14. Decoding	0.5	1	1.5
	AO15. Receiver	0.5	1	1.5
	AO16. Barriers	0.5	1	1.5
	AO17. Components of Communication Process	0.5	1	1.5
	• Feedback	0.5	1	1.5
	• Physical Environment	0.5	1	1.5
	• Climate	0.5	1	1.5
	• Communicator	0.5	1	1.5
	Message	0.5	1	1.5
AO18. The computer accepts input	0.5	1	1.5	
AO19 The computer performs useful operations	0.25	1	1.25	
AO20. The computer stores data	0.25	1	1.25	
AO21. The computer produces output.	0.25	1	1.25	
AO22. Turning the Computer On and Logging On	0.25	1	1.25	
	<b>Sub total</b>	<b>10</b>	<b>30</b>	<b>40</b>

## QUALIFICATION FILE

	Total	100	300	400
<b>Means of assessment 1:</b> The assessment comprise of - <ul style="list-style-type: none"><li>• Theory Assessment</li><li>• Viva voce</li><li>• Practical assessment</li></ul>				
<b>Means of assessment 2:</b> <b>Pass/Fail-</b> The Pass mark of theory written assessment is 50% and for viva and practical assessment is 70%. The candidate has to pass separately in Theory and Practical.				

## QUALIFICATION FILE

### SECTION 2

#### EVIDENCE OF LEVEL

Level of qualification: 3

<b>Title /Name of Qualification/Component:</b> Machine Operator Assistant – Plastics Sacks <b>Level: 3</b>			
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the job role relates to the NSQF Level descriptors</b>	<b>NSQF Level</b>
<b>Process</b>	<p>Machine Operator Assistant – Plastics Sacks is expected to ensure housekeeping and safety in the tape production, weaving, Loom production area, etc he/she has to</p> <ul style="list-style-type: none"> <li>• To interact with the operator in order to understand the production schedule</li> <li>• To help in planning the day's production activities based on the operator's instructions</li> <li>• To ensure availability of consumables and plastics materials for production in sufficient quantity as per production plan/operators instructions on tape, loom, weaving etc.</li> <li>• Clearly understanding the does and don'ts of the manufacturing process as defined in SOPs/ Work Instructions or defined by operator.</li> <li>• Check availability of the personal protective equipments (PPE) like Gloves, Goggles etc.</li> <li>• Understand the molding procedure and process to be adopted for completing the work order from the operator by referring the Work Instruction document/ SOP manual.</li> <li>• Ensure that the required</li> </ul>	<p>Machine Operator Assistant – Plastics Sacks job requires limited range of activities which are routine and predictable like availability of consumables, safety PPE, raw material used, basic machine parts and its functions in tape, weaving, looms etc.</p> <p>He should understand the raw material like plastics granules, fillers, colour/additives etc. required for executing the activity like tape production / weaving etc.</p>	<b>3</b>

## QUALIFICATION FILE

	<p>material is procured from the store before starting the process</p> <ul style="list-style-type: none"> <li>• Understand the Mould required for executing the required operation and ensure that the same is available for operation.</li> <li>• If mould is not available collect the mould from tool room.</li> <li>• Install and bolt the mould in place and slide the safety door shut.</li> <li>• Add the raw material in the machine using material loader or by manual feeding.</li> <li>• Ensure moulds are clean if not clean with soft cotton cloth.</li> <li>• Ensure cleaning of the other auxiliaries tools, (if any) before the initiation of the moulding and trimming process</li> <li>• Ensure cleaning of the area around the apparatus for any oil, grease, combustible substances etc. so as to prevent any accident</li> <li>• Ensure availability of the coolant and working of valves to circulate the coolant to cool and solidify plastic</li> <li>• Understand the raw material like plastics granules, fillers, bonding additives etc. required for executing the activity</li> <li>• Refer the queries to supervisor if they cannot be resolved by the operator</li> <li>• Confirm self - understanding to the operator once the query is resolved so that all doubts &amp; queries can be resolved before the actual process execution</li> </ul>		
<b>Professional knowledge</b>	The user/individual on the job needs to know and understand:	Machine Operator	<b>3</b>



## QUALIFICATION FILE

	<ul style="list-style-type: none"> <li>• moulding procedure and process to be adopted for completing the work order from the operator</li> <li>• Basic Knowledge of polymers its use and their applications in industries like tapes, films and filaments in the field of packaging sack manufacturing and non woven bag manufacturing etc.</li> <li>• Methods to identify quality defects in the Processing.</li> <li>• Operation of moulding machine (Equipment working, possible setting levels, typical process followed for different batches)</li> </ul>	<p>Assistant – Plastics Sacks should understand and know basic facts a, process, principle of tape, weaving, Loom, production etc.</p>	
<p><b>Professional skill</b></p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>• General principles and basic operating procedures of tape making, weaving, Loom formation etc.</li> <li>• Types of plastics like thermoplastics and the additives &amp; grades to be used tonnage and capacity of the machine being operated.</li> <li>• Different types of tools and machinery to process tapes, looms etc</li> <li>• Hazards and safety aspects involved in tape production and usage of relevant PPEs</li> <li>• Detect problems in day to day tasks: Support operator in using specific problem solving techniques and detailing out the problems</li> <li>• Discuss possible solution with the operator for problem solving.</li> </ul> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>• Plan and organize the work</li> </ul>	<p>Machine Operator Assistant – Plastics Sacks should recall general principles of making Tape, looms, weaving procedure and process knowledge, Types of plastics like thermoplastics and the additives &amp; grades to be used etc. Thus he should demonstrate practical skill, routine and repetitive in Plastic Sacks application/process.</p>	<p><b>3</b></p>

## QUALIFICATION FILE

	<p>order and jobs received from the internal customers/ operator.</p> <ul style="list-style-type: none"> <li>Organize all process/ equipment manuals so that sorting out</li> </ul> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>Follow instructions and work on areas of improvement identified</li> <li>Complete the assigned tasks with minimum supervision</li> <li>Complete the job defined by the operator within the timelines and quality.</li> <li>The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>Use common sense and make judgments during day to day basis</li> <li>Use basic reasoning skills to identify and resolve basic problems</li> <li>Use intuition to detect any potential problems which could arise during operations.</li> </ul> </li> </ul>		
<p><b>Core skill</b></p>	<p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>How to be able to read warnings, instructions and other text material on product labels, components etc</li> <li>How to enter into the history card details of the fault identified in the plastic product manufactured read equipment manuals and process documents to understand the equipment and processes better.</li> <li>Read instructions especially safety instructions especially symbols while using the equipment in the plant area logs.</li> </ul>	<p>Machine Operator Assistant – Plastics Sacks should be able to read warnings, instructions and other text material on product labels, components etc with minimum required clarity, should have skill of basic arithmetic, like raw material weights additions etc.</p>	<p><b>3</b></p>

## QUALIFICATION FILE

	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>• Discuss task lists, schedules, and work-loads with co-workers</li> <li>• Question internal customers/ Shop floor operator appropriately in order to understand the nature of the problem and make a diagLOis</li> <li>• Avoid using jargon, slang or acronyms when communicating with a operator /fellow subordinates etc. Unless it is required.</li> </ul>		
<b>Responsibility</b>	<p>Machine Operator Assistant - Plastic Sacks is majorly having some responsible for his own job and self learning. He/she Set up basic machine controls, ensure availability of consumables and plastics materials for production, adding the raw material in the machine and operate Tape, sacks or weaving machine in order to produce good quality moulding as per approved specifications by operator.</p>	<p>Machine Operator Assistant - Plastic Sacks is having some responsible in assisting for Smooth and safe operation to produce good quality output which justifies the pegging of the QP at Level 3.</p>	<b>3</b>

## QUALIFICATION FILE

### SECTION 3

#### EVIDENCE OF NEED

##### **What evidence is there that the qualification is needed?**

Qualification document has been developed by suggestion and approval of Chemicals and Petrochemicals Core committee constituted by Department of Chemicals and Petrochemicals, Ministry of Chemicals and Fertilizers, Govt. Of India vide order no. 45012/86/2015-PC-IV Dt. 10.03.2016 which consist of senior leaders and experts from Plastics and Allied Industry, Associations under which more than 1 Lakhs Industrial units and has been further substantiated by various study reports, Annual reports etc. A report on the Coordination Committee addresses the issue related with Human Resources/ Skilled manpower requirement of Industry- Department of Chemicals and Petrochemicals, Ministry of Chemicals and Fertilizers, Govt. Of India (page no. 4, Attached as Annexure 9(a)).

##### **What is the estimated uptake of this qualification and what is the basis of this estimate?**

The Skill gap report states that, there will be 11.6 Lakhs additional manpower is required by 2023-24 is based on the Machinery & Sector growth and Technical Manpower. Refer: Name of the Report **“A report of the coordination committee to address the issues related with human resources/skilled manpower required of the industry”** (page no. 6, Attached as Annexure 9 (a)) (Copy of the Skill Gap Report is enclosed).

##### **What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?**

Mapping of Machine Operator Assistant –Plastics Extrusion has been done with National Classification of Occupation 2004 to ensure the qualification does not duplicate, the qualification have being checked with qualification pack of other sectors like Rubber, Electronics etc and there is no duplicity observed in terms of contents, module/syllabus covered etc.

The NSDC list of approved and under developed Qualification Packs was checked prior to stating the work to ensure no duplicity.

##### **What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?**

Qualification documents shall be revised once in a year and CIPET shall collect the feedback from Industries/ Associations, Alumni and necessary revisions/updating in Qualification document will be carried out. Feedback mechanism has been created by CIPET. Based on the Industry feedback in term of employability, course coverage, placement factors etc will be checked and growth indicators will be identified and reviewed by CIPET.

##### ANNEXURE:

7. Presentation of 2nd core group committee meeting along with Minutes of meeting approved by members

## QUALIFICATION FILE

9. Documents supporting need of the qualification:
  - a. Report of the Coordination Committee address the issue related with Human Resources/ Skilled manpower requirement of Industry- Department of Chemicals and Petrochemicals, Ministry of Chemicals and Fertilizers, Govt. Of India
  - b. A Report on Human Resource and Skill requirement for the Chemicals and Pharmaceutical sector (2022) by NSDC.
  - c. Brief report of Chemicals and petrochemicals Industry in India, April 2015, Corporate Catalyst India Pvt Ltd, Page 4
  - d. Report on Indian Plastics Industry 2013-17, edition 2, Nov 2014, PlastIndia Foundation.
  - e. Indian Plastics Industry – Vision 2012, Leverage Plastic, A report by CRISIL
  - f. Potential of Downstream Plastics Industry in North India, 26 June 2012, Knowledge and Strategy paper by Tata Strategic management Group & FICCI.
  - g. Potential of plastics industry in Northern India with special focus on Plasticulture and Food Processing- 2014. A report on Plastic Industry by Tata Strategic management Group & FICCI.
  - h. Plastic Industry in India a BPF Overview for PlastIndia International Exhibition 2012, New Delhi
  - i. Porters Five force Analysis of the Plastics Industry by Santanu Mandal, International Journal of Multidisciplinary Research, Vol 1, Issue 7, November 2011, ISSN 2231 5780

## QUALIFICATION FILE

### SECTION 4

#### EVIDENCE OF RECOGNITION AND PROGRESSION

**What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?**

Relevant information was collected from Industries and allied sector working in this area. The Plastics industries are recruiting people based on the qualification acquired. Maximum of the industries accept this as qualification for selection/short listing of the individual ***(Minutes of Meeting of Core committee is attached)***.

The skills acquired at level 3 for a particular duration makes it easy for the Individual to progress to the next level.

ANNEXURE:

7. Presentation of 2nd core group committee meeting along with Minutes of meeting approved by members.

#### **Vertical Pathway:**

The Occupational Map has been created & attached.

The Machine Operator Assistant-Plastics Sacks (Level 3) has a vertical pathway to Machine Operator- Plastics Sacks (Level 4).

#### **Horizontal Pathway:**

The individual can migrate within the Plastics Processing related industries.

# QUALIFICATION FILE

## Occupation Map – Vertical Pathway

