

Revised Application Documentation: Version 4 /25 May, 2015

## **QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY**

### **Name and address of submitting body:**

#### **Rubber Skill Development Council**

Ramakrishna Dalamia Wing, PHD House (4th Floor)  
4/2, Siri Fort Institutional Area,  
August Kranti Marg, New Delhi - 110016

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

**Name: Shikher Saxena**

**Position in the organisation : Manager - Standards & Assessment**

**Address if different from above : Same**

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

1. **Qualification Pack – Building Operator : Rubber roller (Attached as Annexure 1)**
2. **Occupational Map (Attached as Annexure 2)**
3. **Concurrence letter from RSDC NOS Subcommittee (Attached as Annexure 4)**
4. **Composition of NOS Subcommittee (Attached as Annexure 5)**
5. **List of companies share the concurrence on Qualification Pack (Attached as Annexure 7)**
6. **Assessment Process flow (Attached as Annexure 8)**
7. **Web Link : Reports of Skill Gap study conducted by RSDC**  
<http://rsdcindia.in/knowledge-base.html>

## QUALIFICATION FILE SUMMARY

<b>Qualification Title</b>	Building Operator - Rubber roller - RSC/ Q 1208		
<b>Body/bodies which will assess candidates</b>	RSDC's affiliated assessment agency		
<b>Body/bodies which will award the certificate for the qualification.</b>	Rubber Skill Development Council		
<b>Body which will accredit providers to offer the qualification.</b>	Rubber Skill Development Council		
<b>Occupation(s) to which the qualification gives access</b>	Rubber Roller - Building operator under non tyre rubber building manufacturing process		
<b>Proposed level of the qualification in the NSQF.</b>	4		
<b>Anticipated volume of training/learning required to complete the qualification.</b>	350 Hrs		
<b>Entry requirements / recommendations.</b>	Class X/ITI, Desirable – 18 Years		
<b>Progression from the qualification.</b>	Building Operator - Rubber roller level role which leads to supervisor level in Building occupation of rubber product manufacturing Process		
<b>International comparability where known:</b>	Not applicable		
<b>Planned arrangements for RPL.</b>	RPL assessment carries out as per normal RSDC assessment process.		
<b>Formal structure of the qualification</b>			
<b>Title of unit or other component</b> (include any identification code used)	<b>Mandatory/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
<a href="#">RSC/ N 1222 (Prepare roller rod and collect components)</a>	<b>M</b>	<b>50</b>	<b>4</b>
<a href="#">RSC/ N 1223 ( Prepare rubber roller )</a>	<b>M</b>	<b>50</b>	<b>4</b>
<a href="#">RSC/ N 1224 ( Perform post-rubber roller preparation activities )</a>	<b>M</b>	<b>50</b>	<b>4</b>
<a href="#">RSC/ N5001 (To carry out housekeeping)</a>	<b>M</b>	<b>25</b>	<b>Common across level (3 to 5)</b>
<a href="#">RSC/ N5002 (To carry out reporting and documentation)</a>	<b>M</b>	<b>25</b>	<b>Common across level (3 to 5)</b>
<a href="#">RSC/ N5003 (To carry out quality checks)</a>	<b>M</b>	<b>25</b>	<b>Common across level (3 to 5)</b>
<a href="#">RSC/ N5004 (To carry out problem identification and escalation)</a>	<b>M</b>	<b>25</b>	<b>Common across level (3 to 5)</b>

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.

Give details of the document here:

Qualification Pack – Building Operator – Rubber roller

## **SECTION 1**

### **ASSESSMENT**

#### **Name of assessment body:**

If there will be more than one assessment body for this qualification, give details.

- RSDC's affiliated assessment agency. At present RSDC has two affiliated assessment agency.
  1. Aspiring Minds
  2. Trendsetters

Kindly refer RSDC assessment protocol for selection of assessment agency as Annexure 9

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

- Yes

Give details of how RPL assessment for the qualification will be carried out and quality assured.

RPL assessment will be carries out as per normal RSDC assessment process.

**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 National Occupational Standards (NOS), for different Jobs Roles the assessment of candidates will be at NOS level. Assessment criterion has been defined for each NOS 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, Situational Judgment Tests and Simulations. A mix of the three would be able to evaluate the trainee on his practical knowledge of the QP

#### **RSDC's assessment strategy:**

- Assessment criteria for each Qualification Pack developed, in which each Performance criteria (PC) assigned marks based on NOS separately for theoretical and practical skill
- 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%.
- Empanelment of subject matter expert as assessor to assess trainee specifically on practical skills
- Assessments are preferably conducted on tablets or pen or papers in regional languages according to the requirement.
- Questions are uploaded in the tablets only on the day of assessment
- It has been ensure that TP/trainer should not be present during assessment

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

Assessment Process flow

## ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as listed in the entry on the structure of the qualification on page 1.

Assessable outcomes	Assessment criteria for the outcome
Assessment Strategy	Marks Allocation

NOS	Elements	Performance Criteria	Total	Theory	Practical
<b>RSC / N 1222 Prepare roller rod and collect components</b>	Equipment readiness	PC1. Ensure that the sand blasting machine and assembly stand is clean.	1	0	1
		PC2. Keep centre roller rod, rubber to Bond chemicals, rubber strips and all other tools ready in stand before starting the building process	5	3	2
		PC3. Follow preparation process as per company requirements	15	7	8
		PC4. Clean the roller rod as per the organizational SOP.	7	4	3
		PC5. Ensure that all safety devices on the machine are properly functioning before start of the work.	5	2	3
		PC6. Apply chemicals on material and adhere to drying time/use dryer as per the SOP	12	8	4
		PC7. Ensure that no delays are caused as a result of improper preparation and failure to identify problems.	3	3	0
	Raw material appropriateness	PC8. Collect the required quantity of components.	1	0	1
		PC9. Ensure that all the components required are approved and released by laboratory.	2	2	0
		PC10. Ensure that compounded rubber are cut in specification width and thickness	13	8	5
	Health & Safety	PC11. Ensure the safe use of chemicals	10	6	4
		PC12. Precaution for use of tool like knife, scissor and pressuring roller	12	8	4
		PC13. Adhere to all safety norms (such as wearing protective gloves ,mask and safety shoes).	6	3	3
		PC14. Avoid spillage and in case of spillage occur , follow safety measures as laid down by safety department	6	4	2
		PC15. Comply with health, safety, environment guidelines and regulations in accordance with international/national	2	2	0

		standards or the organizational standards.			
			100	60	40
<b>RSC / N 1223 Prepare Rubber Roller</b>	Raw material appropriateness	PC1. Ensure that the dimension of each component is as specified in the instructions/ organizations SOP.	11	5	6
	Operation	PC2. Loading sequence of components to be strictly followed as per instructions /SOP and should be as per plan to get maximum output.	13	5	8
		PC3. Unwind compounded rubber from Roll carefully with giving slight stretch to rubber	8	3	5
		PC4. Apply Rubber strip on the roller shaft from one end and rotate the roller slowly and put rubber strip spherically along with length with minimum overlap as specified in the specification	8	2	6
		PC5. Start the same application from opposite side this time and rotate roll slowly and apply rubber strip uniformly	8	2	6
		PC6. Stop after two layer and remove trapped air with the help of poker and restrict with pressuring roller / stickers	9	3	6
		PC7. Repeat the above process until the total thickness is achieved as per the specification	9	3	6
		PC8. Once the desired total thickness is achieved, take wet cloth strip and wind up on top of rubber uniformly and giving minimum cloth overlap	8	2	6
		PC9. Cover edges of the strip	1	0	1
		PC10. Put this into autoclave in suspended form and allow top heat/ curing time as per specification	3	2	1
		Health & Safety	PC11. Ensure the use of certified tools and equipments for lifting the components and products	4	4
	PC12. Handle the component using hand gloves and other safety equipment as directed by organizations safety department		4	2	2
	PC13. Precaution for use of tool like knife, scissor and pressuring roller		2	0	2
	PC14. Precaution against putting hand/finger while cutting manually		2	0	2
	PC15. Adhere to all safety norms (such as wearing protective gloves and shoes, safety goggles etc)		6	3	3
	PC16. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		2	2	0

		PC17. Follow the guidance of safety department to contain spillages which may affect the health and safety of self or the environment in the building area	2	2	0
			100	40	60
<b>RSC / N 1224 Perform Post-Rubber Roller Preparation Activities</b>	Operation	PC1. Ensure that the output quality is as per the specifications laid down by the technical	16	10	6
		PC2. Ensure that the final product is free from any kind of defect	20	13	7
	Material disposal	PC3. Dispose of waste material safely, as per organizational SOP.	5	0	5
	Batch Marking	PC4. Ensure identification and traceability by batch marking/coding for the right product as per the instructions laid down by the company (in terms of batch number, weight, color and date stamp).	22	15	7
	Sampling	PC5. Send sample of the prepared of rubber roller in the specified sample size and method as directed by the company	12	8	4
	Health & Safety	PC6. Handle the material coming out of the curing chamber using hand gloves and other safety equipment.	13	6	7
		PC7. Adhere to all safety norms (such as wearing protective gloves, shoes, safety goggles etc).	9	5	4
		PC8. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	3	3	0
				100	60
<b>RSC/N500 1 To Carry Out Housekeeping</b>	Pre housekeeping activities	PC1. Inspect the area while taking into account various surfaces	3	3	0
		PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain	3	3	0
		PC3. Ensure that the cleaning equipment is in proper working condition	3	3	0
		PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person	3	3	0
		PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces	3	3	0
		PC6. Inform the affected people about the cleaning activity	2	2	0
		PC7. Display the appropriate signage for the work being conducted	3	3	0
		PC8. Ensure that there is adequate ventilation for the work being carried out	3	3	0
		PC9. Wear the personal protective	3	3	0

		equipment required for the cleaning method and materials being used			
	Operations	PC10. Use the correct cleaning method for the work area, type of soiling and surface	3	3	0
		PC11. Carry out cleaning activity without disturbing others	3	3	0
		PC12. Deal with accidental damage, if any, caused while carrying out the work	3	3	0
		PC13. Report to the appropriate person any difficulties in carrying out your work	3	3	0
		PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill	3	3	0
	Post housekeeping activities	PC15. Ensure that there is no oily substance on the floor to avoid slippage	9	3	6
		PC16. Ensure that no scrap material is lying around	9	3	6
		PC17. Maintain and store housekeeping equipment and supplies	3	3	0
		PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process	3	3	0
		PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements	8	2	6
		PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored	3	3	0
		PC21. Dispose the waste garnered from the activity in an appropriate manner	9	3	6
	General	PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly	9	3	6
		PC23. Maintain schedules and records for housekeeping duty	3	3	0
		PC24. Replenish any necessary supplies or consumables	3	3	0
			<b>100</b>	<b>70</b>	<b>30</b>
<b>RSC/N500 2 To Carry Out Reporting And Documentation</b>	Reporting	PC1. Report data/problems/incidents as applicable in a timely manner	12	8	4
		PC2. Report to the appropriate authority as laid down by the company	12	8	4
		PC3. Follow reporting procedures as prescribed by the company	12	8	4
	Recording and Documentation	PC4. Identify documentation to be completed relating to one's role	10	6	4
		PC5. Record details accurately an appropriate format	16	6	10
		PC6. Complete all documentation within stipulated time according to company	14	4	10



		procedure			
		PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly	6	4	2
		PC8. Make sure documents are available to all appropriate authorities to inspect	6	4	2
	Information Security	PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures	6	6	0
		PC10. Inform the appropriate authority of requests for information received	6	6	0
			<b>100</b>	<b>60</b>	<b>40</b>
<b>RSC/N500 3 To Carry Out Quality Checks</b>	Inspection	PC1. Ensure that total range of checks are regularly and consistently performed	24	10	14
		PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required	24	10	14
	Analysis	PC3. Identify non-conformities to quality assurance standards	6	4	2
		PC4. Identify potential causes of non-conformities to quality assurance standards	5	3	2
		PC5. Identify impact on final product due to non-conformance to company standards	5	3	2
		PC6. Evaluating the need for action to ensure that problems do not recur	6	4	2
		PC7. Suggest corrective action to address problem	5	3	2
		PC8. Review effectiveness of corrective action	5	3	2
	Reporting	PC9. Interpret the results of the quality check correctly	4	4	0
		PC10. Take up results of the findings with QC in charge/appropriate authority.	3	3	0
		PC11. Take up the results of the findings within stipulated time	3	3	0
		PC12. Record of results of action taken	3	3	0
		PC13. Record adjustments not covered by established procedures for future reference	3	3	0
		PC14. Review effectiveness of action taken	2	2	0
		PC15. Follow reporting procedures where the cause of defect cannot be identified	2	2	0
			<b>100</b>	<b>60</b>	<b>40</b>
<b>RSC/N500 4 To Carry Out Problem Identification And</b>	Problem Identification	PC1. Identify defects/indicators of problems	7	4	3
		PC2. Identify any wrong practices that may lead to problems	6	3	3
		PC3. Identify practices that may impact the final product quality	6	3	3
		PC4. Identify if the problem has occurred before	5	3	2

<b>Escalation</b>		PC5. Identify other operations that might be impacted by the problem	6	4	2		
		PC6. Ensure that no delays are caused as a result of failure to escalate problems	5	3	2		
	Necessary Action		PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required)	8	5	3	
			PC8. Consider possible reasons for identification of problems	8	5	3	
			PC9. Consider applicable corrections and formulate corrective action	3	3	0	
			PC10. Formulate action in a timely manner	3	3	0	
			PC11. Communicate problem/remedial action to appropriate parties	7	5	2	
			PC12. Take corrective action in a timely manner	2	2	0	
			PC13. Take corrective action for problems identified according to the company procedures	2	2	0	
			PC14. Report/document problem and corrective action in an appropriate manner	8	5	3	
			PC15. Monitor corrective action	2	2	0	
			PC16. Evaluate implementation of corrective action taken to determine if the problem has been resolved	2	2	0	
			PC17. Ensure that corrective action selected is viable and practical	2	2	0	
			PC18. Ensure that correct solution is identified to an identified problem	2	2	0	
			PC19. Take corrective action for problems identified according to the company procedures	1	1	0	
			PC20. Ensure that no delays are caused as a result of failure to take necessary action	1	1	0	
		Problem Escalation		PC21. Escalate problem as per laid down escalation matrix	4	3	1
				PC22. Escalate the problem within stipulated time	4	3	1
			PC23. Escalate the problem in an appropriate manner	3	2	1	
			PC24. Ensure that no delays are caused as a result of failure to escalate problems	3	2	1	
				100	70	30	

## SECTION 2

### EVIDENCE OF NEED

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

Qualification pack has been developed by suggestion and approval of RSDC NOS Subcommittee, which consist of senior leaders and experts from rubber Industry and has been further substantiated by skill gap study conducted by RSDC

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

We had conducted skill gap study in different states of the country to understand the demand and supply for estimated uptake. Assuming the study finding base for entire rubber industry across the nation, employment opportunity is expected to grow approximately at the rate of 30% in the coming 5 year.

Reports of Skill gap study conducted uploaded on the below link:

<http://rsdcindia.in/knowledge-base.html>

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

Mapping has been done with National Classification of Occupation 2004 to ensure the qualification does not duplicate.

**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 Packs shall be revised annually.

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

## SECTION 3

### SUMMARY EVIDENCE OF LEVEL

Level of qualification: 4

Summary of Direct Evidence (from learning outcomes):

The Building operator – Rubber roller is accustomed in periodic work, have knowledge to demonstrate skills, using tools & quality concepts and he is able to disseminate with clear responsibility of work, with minimum supervision.

Skill requires fulfil roles and responsibilities along with activities matched with NSQF level 4.

Summary of other evidence (if used):

<b>Building Operator : Rubber roller - RSC/ Q 1208</b>					
<b>Process Required</b>	<b>Professional Knowledge</b>	<b>Professional Skill</b>	<b>Core Skill</b>	<b>Responsibility</b>	<b>Level</b>
<p>Building operator – Rubber roller ensures housekeeping &amp; safety in sand blasting machine and assembly stand area and Prepare roller rod and familiar with application of chemicals.</p> <p>He/she needs to operate on roller and prepare rubber roll and Unwind compounded rubber from Roll carefully with giving slight stretch to Rubber as per the SOP and sends samples for lab testing.</p> <p>The activities listed above are the <b>familiar and routine activities</b> in nature and he handles all this independently</p>	<p>Building operator – Rubber roller is expected to have <b>knowledge and importance of components (like Rubber sheet and roller rod), needs to be well aware of</b> bond operation and functioning of sand blasting machine.</p> <p>He/She is expected to have <b>knowledge of autoclave and curing press and usage of assembly stand and chemicals</b></p> <p>He/She needs to have knowledge of components used in rubber roller preparation.</p> <p>He/She needs to have knowledge of coding, batching, marking and types of defects leading to rejections and their, reasons and possible solutions.</p>	<p>Building operator – Rubber roller needs to handle a roller rod, sand blasting machine and other equipments used in building process.</p> <p>He/She needs to handle the various assembled parts and material handling equipment like trolleys and chain hoists</p> <p>He/She needs to have the capacity to apply technology, combining the physical and sensory skills needed to operate equipment with the understanding of scientific and technological principles needed to explore and adapt systems</p> <p>Thus he is <b>practically engaged</b> in the production</p>	<p>Building operator – Rubber roller is expected to have basic communication skills to fill appropriate forms, process charts and activity logs, etc and also understand <b>application of basic arithmetic principles.</b></p> <p>Building operator – Rubber roller is expected to conduct themselves in ways, which show a basic understanding of the <b>social and professional environment of working on shopfloor.</b></p>	<p>The building operator for rubber roller is responsible for assembling the components and working for preparation of Rubber Roller.</p> <p>So the Building operator – Rubber roller is completely responsible for the work on the roller and his <b>own learning.</b></p> <p>He is continuously engaged in the <b>self-learning process</b> and he has the <b>responsibility for own</b> work.</p> <p>Building operator – Rubber roller is majorly responsible for his own job and self learning process which justifies the pegging of the QP at level 4 and not directly involved in some learning of others (which is a requirement for Level 5). In his routine activity he is</p>	4

(with minimal or no supervision).		activity.		free from supervision (which is a requirement of level 3).	
Level 4	Level 4	Level 4	Level 4	Level 4	

**SECTION 4**

**EVIDENCE OF RECOGNITION OR 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?**

Occupation Map has been created and attached.

Please attach any documents giving further information about any of the topics above.