

**CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE**

**Name and address of submitting body**

**Rubber, Chemical & Petrochemical Skill Development Council**

304, 3<sup>rd</sup> Floor, Rectangle One,  
Saket District Center, New Delhi – 110017

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

**Name:** Ms Shewani Nagpal

**Position in the organisation:** COO

**Address if different from above:** same as above

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**List of documents submitted in support of the Qualification File**

- a) Annexure 1: RSDC Affiliation Application Form
- b) Annexure 2: RSDC Protocols for Affiliating Assessment Agencies
- c) Annexure 3: Qualification Pack for Assistant Operator -Tyre Balancing
- d) Annexure 4: Occupational Map of the Sector
- e) Annexure 5: Model Curriculum including:
  - Indicative list of tools/equipment to conduct the training
  - Trainers qualification
  - Lesson Plan
  - Distribution of training duration into theory/ practical/ OJT component

**NSQF QUALIFICATION FILE**Approved in 17th NSQC Meeting – NCVET – 31<sup>ST</sup> March 2022**SUMMARY**

<b>Qualification Title</b>	Assistant Operator -Tyre Balancing
<b>Qualification Code</b>	RSC/Q3602
<b>NCO Code and Occupation</b>	NCO Code: NCO-2015/ NIL Occupation: Tyre Servicing/ Maintenance
<b>Nature and purpose of the qualification</b>	The main purpose of the qualification and the target learners is to get unemployed people into work and to upgrade the skills of people already in work.  It is a short-term course.
<b>Body/bodies which will award the qualification</b>	Rubber, Chemical & Petrochemical Skill Development Council
<b>Body which will accredit providers to offer courses leading to the qualification</b>	Rubber, Chemical & Petrochemical Skill Development Council
<b>Whether accreditation/affiliation norms are already in place or not, if applicable (if yes, attach a copy)</b>	Yes Refer  Annexure 1: RCPSDC Affiliation Application Form for Training Partners Annexure 2: RCPSDC Protocols for Affiliating Assessment Agencies
<b>Body/bodies which will carry out assessment of learners</b>	RCPSDC's affiliated assessment agency(ies)
<b>Occupation(s) to which the qualification gives access</b>	Tyre Servicing/Maintenance
<b>Job Description of the Occupation</b>	A Assistant Operator -Tyre Balancing is responsible for checking tyre imbalance (Static and dynamic) and for its identification and correction. He should be able to check the tyre imbalance with standard assembly at tyre

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	producing units and tyre with wheel assembly balance at Original Equipment Manufacturers (OEM-car/automobile manufacturers)/ wheel assembly units as well as adjusting the balance by placing counter weights on the rim.
<b>Licensing requirements</b>	N/A
<b>Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)</b>	N/A
<b>Level of the qualification in the NSQF</b>	Level - 3
<b>Anticipated volume of training/learning required to complete the qualification</b>	330 Hours
<b>Indicative list of training tools required to deliver this qualification</b>	
<b>Entry requirements and/or recommendations</b>	Minimum Educational Qualifications: 8th Class Pass+ 1 Year of relevant experience Or 5th Class Pass + 3 years of relevant experience Minimum Age: 18 years
<b>Progression from the qualification</b>	Tyre Servicing/Maintenance
<b>Planned arrangements for the Recognition of Prior Learning</b>	Assessments under RPL are carried out as per the normal assessment process followed by RCPSDC.

<b>(RPL)</b>			
<b>International comparability where known</b>			
<b>Date of planned review of the qualification.</b> 31/03/2025			
<b>Formal structure of the qualification</b>			
<b>Title of component and identification code.</b>	<b>Mandatory/Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
RSC/N3604 (Prepare material, tools and machine for tyre balancing)	M		3
RSC/N3605 (Carry out checks for tyre balancing)	M		3
RSC/N5001 (Carry out housekeeping in rubber product manufacturing)	M		Common across level (3 to 5)
RSC/N5002 (Carry out reporting and documentation)	M		Common across level (3 to 5)
RSC/N5003 (Carry out quality checks)	M		Common across level (3 to 5)
RSC/N5004 (Carry out problem identification and escalation)	M		Common across level (3 to 5)
RSC/N5007 (Carry out health and safety )	M		Common across level (3 to 5)
RSC/N5013 (Develop entrepreneurship skills)	M		Common across level (3 to 5)

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**Please attach any document giving further detail about the structure of the qualification – e.g. a Curriculum Document or a Qualification Pack.**

### **Refer**

Annexure 3: Qualification Pack for Assistant Operator -Tyre Balancing

Annexure 5: Model Curriculum

**Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.**

## **SECTION 1**

### **ASSESSMENT**

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

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

- Mercer-Mettl
- Trendsetters
- IRIS Corporate Solution Pvt. Ltd
- E&E Skills
- MSAG
- Eduvantage Pvt. Ltd.
- SP Institute of Workforce Development Pvt Ltd (SPIWD)

#### **How will RPL assessment be managed and who will carry it out?**

RPL will be based on the same Qualification Pack and Assessment Criteria mentioned in the QP.

#### **Give details of how RPL assessment for the qualification will be carried out and quality assure**

The process of RPL assessment is same as that of followed for fresh trainings.

#### **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.**

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 is tested through assessor driven evaluation, Situational Judgment Tests and Simulations. A mix of the three is used to evaluate the trainee on his practical knowledge of the QP

To ensure the quality of the assessment, each trainee gets a unique set of questions. A trainee has to score set minimum marks separately for across theoretical and practical skills with an overall percentage of 70% or higher. Assessments are preferably conducted on tablets or papers in regional languages according to the requirement. Questions are uploaded in the tablets only on the day of assessment. To ensure fair means and ways being followed during the assessment, presence of the concerned training partner is mandatory.

To ensure quality of assessments further, it is ensured that only Subject Matter Experts (SMEs) are being empanelled. For sourcing the assessors, Assessment Agency will reach out to the Industry experts, Academicians, Members of industry bodies and others to volunteer for the role of an assessor.

The assessment partners are encouraged to hire assessors with integrity, reliability and fairness and enter into an agreement confirming confidentiality, no conflict of interest or any other position, which may compromise the quality of assessment. The assessors need to have adequate hands-on experience in the domain, preferably at a level above the position for which they conduct the assessment. Assessors are trained on the assessment process, and the question sets. At the time of the assessment, the assessors check the identity of the candidates with a photo identification card and attendance during the training.

SSC and Assessment agency review the performance and competence of assessors, on a periodic basis, in order to identify and streamlines any gaps in the process.

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

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

*Please follow the link to find the assessment protocol:*

[http://rsdcindia.in/ssc/training\\_assessments/training-partners/accreditation/#page-content](http://rsdcindia.in/ssc/training_assessments/training-partners/accreditation/#page-content)

**ASSESSMENT EVIDENCE**

**Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.**

*NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – i.e. learning Outcomes to be assessed, assessment criteria and the means of assessment.*

Compulsory NOS				Marks Allocation	
Total Marks: 800					
Assessment outcome s	Assessment Criteria for outcomes	Total Marks	Out Of	Skills Theory	Skills Practical
RSC/N3604 Prepare material, tools and machine for tyre balancing	PC1. Ensure the availability of the balancing machine	100	8	5	3
	PC2. Ensure that balancing machine is operational		8	5	3
	PC3. Ensure hand tools are readily available		8	5	3
	PC4. Set parameters for the machine as per the organizational SOP.		12	8	4
	PC5. Place the tools on a safe location.		6	3	3
	PC6. Check if the balancing machine is performing correctly by checking with a standard tyre		8	4	4
	PC7. Ensure that the balancing machine is calibrated		9	4	5
	PC8. Ensure specified routine ( daily, weekly and monthly ) checks on balance machines are done		8	3	5
	PC9. Ensure that Tyres are arranged as per the schedule for tyre imbalance checks		8	4	4
	PC10. Ensure counterweights are available ( If balancing done in wheel assembly units /OEM )		8	4	4
	PC11. Adhere to all safety norms (such as wearing protective gloves and shoes).		10	5	5



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Compulsory NOS				Marks Allocation	
Total Marks: 800					
Assessment outcome s	Assessment Criteria for outcomes	Total Marks	Out Of	Skills Theory	Skills Practical
	PC12. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		7	0	7
	<b>Total</b>		100	50	50
<b>RSC/N3605 Carry out checks for tyre balancing</b>	PC1. Keep the tyre ready for checking the balancing as per the schedule	100	4	2	2
	PC2. Ensure all the specifications and machine set ups are as required for the checks		4	2	2
	PC3. Ensure balancing weights are available for correcting imbalance in weight		4	2	2
	PC4. Ensure all the specifications required for the balancing are available		5	3	2
	PC5. Check the wheel assembly In case of tyre fitments (OEMs or tyre fitters /wheel assembly operators outside tyre units ) and hence need tyre wheel assembly		5	3	2
	PC6. Ensure tyre wheel assembly availability for balancing check if it is preassembled		5	3	2
	PC7. Ensure balancing weights are available for correcting imbalance in weight		5	3	2
	PC8. Check that the balancing machine is operational		3	0	3
	PC9. Load the tyre on the balancing machine (Tyre units )		5	2	3
	PC10. Follow the operational instruction of the balancing machine and identify the high point and the low point		5	2	3
	PC11. Monitor the machine properly during the balancing operation.		3	3	0
	PC12. Send the tyres for storage after checks		3	0	3

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Compulsory NOS				Marks Allocation	
Total Marks: 800					
Assessment outcome s	Assessment Criteria for outcomes	Total Marks	Out Of	Skills Theory	Skills Practical
	PC13. Maintain the proper records of checks carried out and action taken		5	2	3
	PC14. Load the tyre wheel assembly on the balancing machine		5	2	3
	PC15. Follow the operational instruction of the balancing machine and identify the high point and the low point where weights are to be fixed for balancing		4	4	0
	PC16. Monitor the machine properly during the balancing operation.		5	2	3
	PC17. Remove the tyre and tyre wheel assembly from balancing machine and store them in designated area.		5	0	5
	PC18. Check the wheel alignment		5	2	3
	PC19. Adjust the angels of wheel such that they are perpendicular to the ground and parallel to each other		5	2	3
	PC20. Proper handling of machine and tools to avoid any injury/accident		4	2	2
	PC21. Adhere to all safety norms (such as wearing protective gloves and shoes, safety mask etc.)		5	3	2
	PC22. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		6	6	0
	Total		100	50	50
RSC/N50	PC1. Inspect the area while taking into account various surfaces	100	4	2	2
	PC2. Identify the material requirements for cleaning the areas inspected, by		5	2	3

Compulsory NOS					Marks Allocation	
Total Marks: 800					Skills Theory	Skills Practical
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of			
<b>01 Carry out housekeeping in rubber product manufacturing</b>	considering risk, time, efficiency and type of stain					
	PC3. Ensure that the cleaning equipment is in proper working condition		4	2	2	
	PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person		4	2	2	
	PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces		4	2	2	
	PC6. Inform the affected people about the cleaning activity		2	0	2	
	PC7. Display the appropriate signage for the work being conducted		6	1	5	
	PC8. Ensure that there is adequate ventilation for the work being carried out		1	1	0	
	PC9. Wear the personal protective equipment required for the cleaning method and materials being used		4	2	2	
	PC10. Use the correct cleaning method for the work area, type of soiling and surface		2	2	0	
	PC11. Carry out cleaning activity without disturbing others		5	0	5	
	PC12. Deal with accidental damage, if any, caused while carrying out the work		10	0	10	
	PC13. Report to the appropriate person any difficulties in carrying out your work		2	2	0	
	PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill		2	2	0	
	PC15. Ensure that there is no oily substance on the floor to avoid slippage		7	2	5	
	PC16. Ensure that no scrap material is lying around		7	2	5	

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Assessment outcome s	Assessment Criteria for outcomes	Total Marks	Out Of	Skills Theory	Skills Practical
	PC17. Maintain and store housekeeping equipment and supplies		7	2	5
	PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process		4	2	2
	PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements		4	2	2
	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		4	2	2
	PC21. Dispose the waste garnered from the activity in an appropriate manner		4	2	2
	PC22. Dispose of used and un-used solutions according to manufacturer s instructions, and clean the equipment thoroughly		4	2	2
	PC23. Maintain schedules and records for housekeeping duty		2	2	0
	PC24. Replenish any necessary supplies or consumables		2	2	0
	Total		100	40	60
RSC/N5002 Carry Out Reporting And	PC1. Report data/problems/incidents as applicable in a timely manner	100	15	5	10
	PC2. Report to the appropriate authority as laid down by the company		15	5	10
	PC3. Follow reporting procedures as prescribed by the company		15	5	10
	PC4. Identify documentation to be completed relating to one’s role		10	5	5
	PC5. Record details accurately an appropriate format		5	5	0

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Total Marks: 800						
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Skills Theory	Skills Practical	
<b>Documentation</b>	PC6. Complete all documentation within stipulated time according to company procedure		15	5	10	
	PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly		8	3	5	
	PC8. Make sure documents are available to all appropriate authorities to inspect		2	2	0	
	PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures		10	5	5	
	PC10. Inform the appropriate authority of requests for information received		5	0	5	
	<b>Total</b>		<b>100</b>	<b>40</b>	<b>60</b>	
<b>RSC/N5003 Carry Out Quality Checks</b>	PC1. Ensure that total range of checks are regularly and consistently performed	100	7	2	5	
	PC2. Use appropriate measuring instruments, equipment, tools, accessories etc. ,as required		7	2	5	
	PC3. Identify non-conformities to quality assurance standards		5	2	3	
	PC4. Identify potential causes of non-conformities to quality assurance standards		15	5	10	
	PC5. Identify impact on final product due to non-conformance to company standards		15	5	10	
	PC6. Evaluating the need for action to ensure that problems do not recur		5	0	5	
	PC7. Suggest corrective action to address problem		10	5	5	
	PC8. Review effectiveness of corrective action		5	0	5	

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Assessment outcome s	Assessment Criteria for outcomes	Total Marks	Out Of	Skills Theory	Skills Practical
	PC9. Interpret the results of the quality check correctly		7	2	5
	PC10. Take up results of the findings with QC in charge/appropriate authority.		6	2	4
	PC11. Take up the results of the findings within stipulated time		6	2	4
	PC12. Record of results of action taken		4	2	2
	PC13. Record adjustments not covered by established procedures for future reference		2	2	0
	PC14. Review effectiveness of action taken		4	2	2
	PC15. Follow reporting procedures where the cause of defect cannot be identified		2	2	0
	Total		100	35	65
RSC/N5004 Carry Out Problem Identification And Escalation	PC1. Identify defects/indicators of problems	100	3	1	2
	PC2. Identify any wrong practices that may lead to problems		3	1	2
	PC3. Identify practices that may impact the final product quality		3	1	2
	PC4. Identify if the problem has occurred before		1	1	0
	PC5. Identify other operations that might be impacted by the problem		7	2	5
	PC6. Ensure that no delays are caused as a result of failure to escalate problems		5	2	3
	PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required)		6	2	4

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Total Marks: 800					
Assessment outcome s	Assessment Criteria for outcomes	Total Marks	Out Of	Skills Theory	Skills Practical
	PC8. Consider possible reasons for identification of problems		6	3	3
	PC9. Consider applicable corrections and formulate corrective action		6	3	3
	PC10. Formulate action in a timely manner		6	3	3
	PC11. Communicate problem/remedial action to appropriate parties		3	3	0
	PC12. Take corrective action in a timely manner		5	3	2
	PC13. Take corrective action for problems identified according to the company procedures		6	3	3
	PC14. Report/document problem and corrective action in an appropriate manner		5	2	3
	PC15. Monitor corrective action		4	2	2
	PC16. Evaluate implementation of corrective action taken to determine if the problem has been resolved		3	1	2
	PC17. Ensure that corrective action selected is viable and practical		3	1	2
	PC18. Ensure that correct solution is identified to an identified problem		5	2	3
	PC19. Take corrective action for problems identified according to the company procedures		5	2	3
	PC20. Ensure that no delays are caused as a result of failure to take necessary action		6	3	3
	PC21. Escalate problem as per laid down escalation matrix		2	1	1
	PC22. Escalate the problem within stipulated time		2	1	1

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Assessment outcome s	Assessment Criteria for outcomes	Total Marks	Out Of	Skills Theory	Skills Practical
	PC23. Escalate the problem in an appropriate manner		2	1	1
	PC24. Ensure that no delays are caused as a result of failure to escalate problems		3	1	2
	Total		100	45	55
RSC/N50 07 Carry out Health and Safety	PC1. Undertake basic safety checks before operation of all machinery and equipment and report hazards to the appropriate supervisor	100	4	2	2
	PC2. Work for which protective clothing or equipment is required is identified and the appropriate protective clothing or equipment is used in performing these duties in accordance with workplace policy.		4	2	2
	PC3. Read and understand the hazards of use and contamination mentioned on the labels of chemicals, utilities etc.		2	0	2
	PC4. Prior to performing manual handling jobs, risk is assessed and work is carried out according to currently recommended safe practices.		4	2	2
	PC5. Use equipment and materials safely and correctly and return the same to designated storage when not in use		3	1	2
	PC6.Dispose off waste safely and correctly in a designated area		6	2	4
	PC7. Risks to bystanders are recognized and action taken to reduce risk associated with jobs in the workplace		2	0	2
	PC8. Perform work in a manner which minimizes environmental damage		2	0	2



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	PC9. All procedures and work instructions for controlling risk are followed closely.		1	0	1	
	PC10. Report any accidents, incidents or problems without delay to an appropriate person and take immediate necessary action to reduce further danger.		2	0	2	
	PC11. Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency.		6	2	4	
	PC12. Follow emergency procedures as per company standards and workplace requirements.		6	2	4	
	PC13. Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements.		6	2	4	
	PC14. Provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques.		1	0	1	
	PC15. Recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate		2	0	2	
	PC16. Dispose off medical waste in accordance with workplace requirements		1	0	1	
	PC17. Report details of first aid administered in accordance with work place procedures.		5	3	2	
	PC18. Comply with general safety procedures		6	2	4	
	PC 19. Follow standard safety procedures while handling equipment, hazardous material or tool		2	0	2	

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Assessment outcome s	Assessment Criteria for outcomes	Total Marks	Out Of	Skills Theory	Skills Practical
	PC20. Check parts of the workplace and take preventive actions like spraying and other steps to protect from leakages, water logging, pests, fire, pollution, etc.		6	2	4
	PC21. Ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure		1	0	1
	PC22. Keep the workplace organized, swept, clean and hazard free		6	2	4
	PC23. Attend fire drills and other safety related workshops organized at the workplace		4	1	3
	PC24. Create Awareness about first aid, evacuation and emergency procedures		4	1	3
	PC25. Ensuring all safety procedures are followed without neglecting any event		2	0	2
	PC26. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment		4	1	3
	PC27. Use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace)		4	2	2
	PC28. Handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders		4	1	3
	Total		100	30	70
RSC/N50 13 Develop	PC1. Create an Awareness to identify profitable business opportunity (Opportunity can be in the form of new material in use, new process, new technology, new market etc.)	100	2	0	2
	PC2. Maintain the confidentiality till the completion of working on the idea		3	1	2

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Assessment outcome s	Assessment Criteria for outcomes	Total Marks	Out Of	Skills Theory	Skills Practical
entrepreneurship skills	PC3. Discuss the opportunity (with trusted ones) to evaluate its feasibility		5	1	4
	PC4. Arrange/organize related documents/information		4	1	3
	PC5. Monitor the development at competitors end		2	0	2
	PC6. Sustain existing business and make continual improvements		4	1	3
	PC7.Evaluate possibilities of process simplification , combining process steps ( wherever applicable) ,reducing manpower dependency		4	1	3
	PC8.Acquire new information for optimal allocation of resources before others to gain profit		4	1	3
	PC9. Understanding the requirement of different factors of production: land, labour and capital		5	1	4
	PC10. Acquire and deploy necessary resources for exploitation of identified business opportunity		5	1	4
	PC11. Develop a business plan		5	1	4
	PC12. Acquire financial and material resources		5	1	4
	PC13. Organize to hire experienced and efficient human resource		4	1	3
	PC14. Arrange for best factory set up		4	1	3
	PC15. Raise capital from different sources keeping the interest cost at minimum		4	2	2
	PC16. Arrange for purchase, effective utilization and management of the resources		4	2	2
	PC17. Assume risk and deal with uncertainty		2	2	0

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Assessment outcome s	Assessment Criteria for outcomes	Total Marks	Out Of	Skills Theory	Skills Practical	
	PC18. Take initiative to start something new (process, product etc.)		2	2	0	
	PC19. Convert new idea into successful innovation		5	2	3	
	PC20. Replace in whole or in part inferior offerings creating new products/business model		4	2	2	
	PC21. Develop new combinations of existing inputs to be more competitive work towards cost reduction through efficiency, improvement in quality, bring in new product/features of product		4	2	2	
	PC22.Acquire semi or fully automatic units for improved productivity		5	2	3	
	PC23.Ensure collection and recording of all information		5	2	3	
	PC24. Ensure compilation, analysis and documentation of all the information		3	0	3	
	PC25. Maintain correspondence with vendors, clients, govt. agencies and public		3	0	3	
	PC26.Document notifications/letters from Government agencies and management		3	0	3	
	<b>Total</b>		<b>100</b>	<b>30</b>	<b>70</b>	

**Means of assessment 1**

The assessment comprises of:

- Written Assessment
- Viva
- Practical assessment

**Pass/ Fail**

The Pass mark of written assessment is 40% and for viva and practical assessment is 60%. Total passing mark is 70%.

**SECTION 2**  
**EVIDENCE OF LEVEL**

Assistant Operator -Tyre Balancing			
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF level
Process	<ul style="list-style-type: none"> <li>Collect equipment and prepare the balancing and force variation machines</li> <li>Arrange all tyres at proper machine/s for balance</li> <li>Ensure housekeeping and safety in work area</li> <li>Material Appropriateness</li> <li>Conduct static and Dynamic balance checks on respective machines</li> <li>Operate the balancing machine and tool for handling tyre and tyre and wheel assembly</li> <li>Undertake balancing check and apply counter weight for balancing the tyre and wheel assembly.</li> </ul>	<p>To carry out the process, the person is required to:</p> <ul style="list-style-type: none"> <li>Select the appropriate tools and equipment for undertaking assigned process</li> <li>Take appropriate decisions at his level</li> <li>Carry out execution of the job with minimum wastage and maximum efficiency</li> <li>Place the tools in a safe location</li> </ul>	3
Professional knowledge	<ul style="list-style-type: none"> <li>The user/individual on the job needs to know and understand:</li> <li>Implications of poorly set tyre balancing machine</li> <li>Risk and impact of not following defined procedures/ work instructions</li> <li>Escalation matrix for reporting identified problems</li> </ul>	<p>The technical knowledge of the person empowers him/ her to:</p> <ul style="list-style-type: none"> <li>Select handling tools based on the tyre and wheel assembly size and weight</li> <li>Understand the types of tyre balancing (Static and Dynamic)<sup>[L]<sub>SEP</sub>]</sup></li> <li>Have knowledge of handling static and dynamic balancing machines<sup>[L]<sub>SEP</sub>]</sup></li> </ul>	3

Assistant Operator -Tyre Balancing			
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF level
	<ul style="list-style-type: none"> <li>Records to be maintained and the implications of their non-maintenance</li> <li>Importance of housekeeping activities</li> <li>Health, safety and environment guidelines, legislation and regulations as applicable.</li> <li>Personal protection (which protective equipment to be used and how).</li> <li>Importance of FIFO</li> <li>Impact of poor practices on health, safety and environment.</li> <li>Potential hazards and actions to minimize them</li> <li>The escalation matrix and procedures for reporting hazard</li> <li>Impact of various practices on cost, quality, productivity, delivery and safety</li> <li>Handover/ takeover of the equipment/ work area as per the organizational SOP</li> </ul>	<ul style="list-style-type: none"> <li>Have knowledge of spotting the high point on balance and its correction with appropriate weights<sup>[L]</sup><sub>SEP</sub></li> <li>Conduct calibration and other routine checks on machine</li> <li>Maintain cleanliness and safety requirements for commencing balancing operation</li> </ul>	
Professional Skill	<ul style="list-style-type: none"> <li>Co-ordination among various processes undertaken</li> <li>Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues</li> <li>Use the standard operating procedure or</li> </ul>	<p>To enhance the productivity and efficiency, the person is required to:</p> <ul style="list-style-type: none"> <li>Review and analyse the process steps to check on system non-adherence and non-conformity</li> <li>Identify any issues affecting the material,</li> </ul>	3

# NSQF QUALIFICATION FILE

Approved in 17th NSQC Meeting – NCVET – 31<sup>ST</sup> March 2022

Assistant Operator -Tyre Balancing			
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF level
	<p>trouble shooting manuals for trouble shooting and other reference documents approved by plant management</p> <ul style="list-style-type: none"> <li>• Review the current SOP and other standards for continuous improvement to facilitate decision making</li> <li>• Produce the maximum output with minimal wastage</li> <li>• Arrange for proper maintenance of tools, equipment and machines</li> <li>• Diagnose common problems in the machine and material based on visual inspection, sound, temperature etc.</li> <li>• Apply problem-solving approaches in different situations</li> <li>• Handle emergency situations</li> <li>• Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer.</li> <li>• In case of any complaint, ensure its timely resolution if the problem is emanating at his level</li> </ul>	<p>equipment or surroundings</p> <ul style="list-style-type: none"> <li>• Escalate issues that cannot be solved as per the troubleshooting/company manual</li> <li>• Identify defects in the material and communicate it at the earliest and suggest improvements (if any) in process/material based on experience</li> <li>• Identify the problems pertaining to the electrical equipment based on visual inspection and work efficiency</li> </ul>	
Core Skill	<ul style="list-style-type: none"> <li>• Read and understand manuals, health and safety instructions, memos, reports, job cards</li> </ul>	For maintaining coordination and attain growth, the person is expected to:	3



Assistant Operator -Tyre Balancing			
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF level
	<p>etc.</p> <ul style="list-style-type: none"> <li>• Read images, graphs, diagrams</li> <li>• Understand the various coding systems as per company norms</li> <li>• Express statements, opinions or information clearly so that others can hear and understand</li> <li>• Communicate with upstream and downstream teams</li> <li>• Practice honesty with respect to company property and time</li> <li>• Communicate with people in a form and manner and using language that is open and respectful</li> <li>• Take initiative to enhance/learn skills in one's area of work</li> <li>• Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</li> <li>• Work in disciplined factory environment</li> <li>• Be punctual</li> </ul>	<ul style="list-style-type: none"> <li>• Apply his oral and writing skills for effective communication</li> <li>• Possess documentation skill to collect information, fill up forms, etc.</li> <li>• Maintain discipline and cordial work environment in the operational area</li> <li>• Interact with superiors briefing them on stats of work completion and pending targets, alternate strategies, etc.</li> <li>• Encourage learning and be receptive for improvement</li> <li>• Analyse the situation and use problem solving approach for smoother operations</li> </ul>	
Responsibility	<ul style="list-style-type: none"> <li>• Take responsibility for completing one's own work assignment</li> <li>• Resolve any difficulties in relationships with colleagues, or get help from an appropriate</li> </ul>	<p>At the operator's level, take up the responsibility for:</p> <ul style="list-style-type: none"> <li>• Identifying faulty equipment/ part of an equipment and taking necessary</li> </ul>	3

**NSQF QUALIFICATION FILE****Approved in 17th NSQC Meeting – NCVET – 31<sup>ST</sup> March 2022**

<b>Assistant Operator -Tyre Balancing</b>			
<b>NSQF Domain</b>	<b>Key requirements of the job role</b>	<b>How the job role relates to the NSQF level descriptors</b>	<b>NSQF level</b>
	<p>person, in a way that preserves goodwill and trust</p> <ul style="list-style-type: none"><li>• Respond appropriately to any queries</li><li>• Proper repair and maintenance of the machine and equipment</li><li>• Ensure proper safety in the work area</li><li>• Proper waste disposal</li><li>• Proper storage of prepared and unused material</li><li>• Timely reporting and documentation</li></ul>	<p>rectification</p> <ul style="list-style-type: none"><li>• Taking care of health and safety issues of the workers and himself</li><li>• Following safety procedures especially while working under no/ minimal supervision</li><li>• Following Personal and Equipment safety procedures while handling equipment and sophisticated instruments and tools</li></ul>	

**SECTION 3****EVIDENCE OF NEED****What evidence is there that the qualification is needed?**

<b>Basis</b>	<b>In case of SSC</b>	<b>In case of other Awarding Bodies (Institutes under Central Ministries and states departments)</b>
Need of the qualification	Need of the qualification can be substantiated by skill gap studies conducted by RCPSPDC. (Refer: <a href="http://rsdcindia.in/www/knowledge-bank/">http://rsdcindia.in/www/knowledge-bank/</a> for the published reports)	N/A. The certifications for the job role of Assistant Operator -Tyre Balancing is awarded by RCPSPDC only.
Industry Relevance	Qualification Pack for the Assistant Operator -Tyre Balancing job role, has been developed by suggestion and approval of RCPSPDC NOS Subcommittee, which consists of senior leaders and experts from the rubber Industry.	N/A. The certifications for the job role of Assistant Operator -Tyre Balancing is awarded by RCPSPDC only.
Usage of the qualification	To ascertain the number of enrolments vis-à-vis number of certifications awarded by the SSC, refer to the dashboard present at <a href="http://rsdcindia.in/www/">http://rsdcindia.in/www/</a>	N/A. The certifications for the job role of Assistant Operator -Tyre Balancing is awarded by RCPSPDC only.
Estimated uptake	RCPSPDC conducted skill gap studies in different states of the country to understand the demand and supply for Assistant Operator -Tyre Balancing. Assuming, the study findings as the basis for entire rubber industry across the nation, employment opportunity is expected to grow approximately at the rate of 30% in the coming 5 years. (Refer: <a href="http://rsdcindia.in/www/knowledge-bank/">http://rsdcindia.in/www/knowledge-bank/</a> for the published reports)	N/A. The certifications for the job role of Assistant Operator -Tyre Balancing is awarded by RCPSPDC only.

**Recommendation from the concerned line Ministry of the Government/Regulatory Body. To be supported by documentary evidences**

**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 2015 to ensure the qualification does not duplicate. Additionally, NSDC QRC team checks and confirms this.

**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?**

Technical Committee's inputs are sought from time-to-time as needed to check the relevance of QP/ NOSs, and the revision exercise is undertaken, as needed. This revised is a continuous improvement process.

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

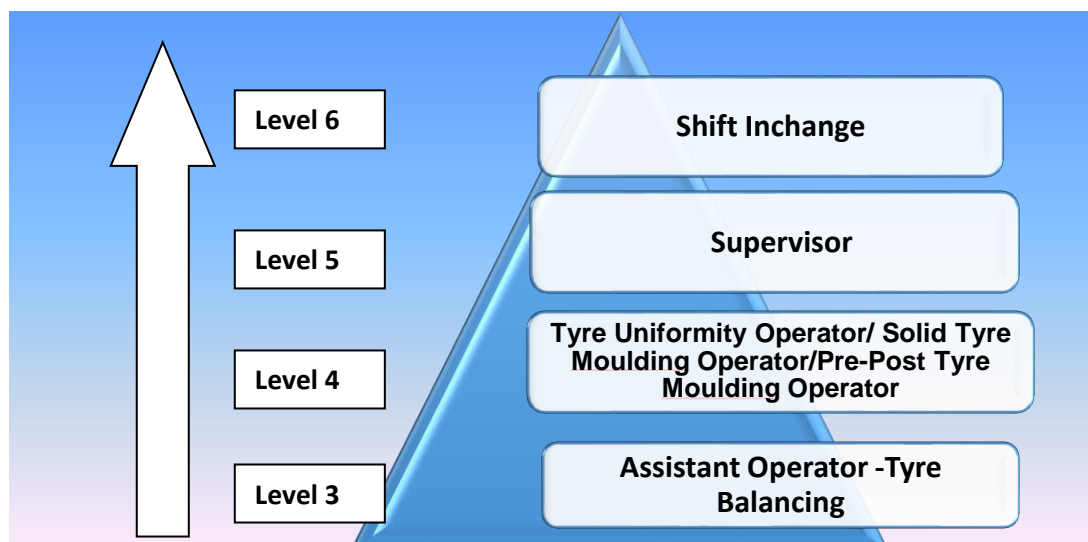
Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

## SECTION 4

### EVIDENCE OF 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?**

Mobility options to other qualifications are enabled through the alignment of educational qualifications and prior work experience stated as a requirement in the respective qualifications.



For example: Post qualifying the certification of Assistant Operator -Tyre Balancing, candidate has an option to qualify for Tyre Uniformity Operator/ Solid Tyre Moulding Operator/Pre-Post Tyre Moulding Operator Job role for Vertical Progression and can move to other lateral qualification in tyre servicing/ maintenance process.

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

#### Refer

Annexure 3: Qualification Pack (QP)

Annexure 4: Occupational Map of the sector

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.