

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR RUBBER INDUSTRY



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What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

Introduction

Qualifications Pack- Rubber/Bale Cutter

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: 1. Tyre 2. Non-tyre

OCCUPATION: Mixing

REFERENCE ID: RSC/ Q 0106

ALIGNED TO: NCO-2004/8159.34

Brief Job Description: Bale/Rubber Cutter is responsible for cutting rubber bales into pieces of given specification or per batch requirement using appropriate cutting tools (knife) or hydraulic bale cutters.

Personal Attributes: This job requires the individual to be focused and attentive to make the main raw material available to commence the processing of product. He must be able to work independently under the guidance of the supervisor. He should be comfortable in performing labourious work and willing to learn the efficient methods of cutting operation.

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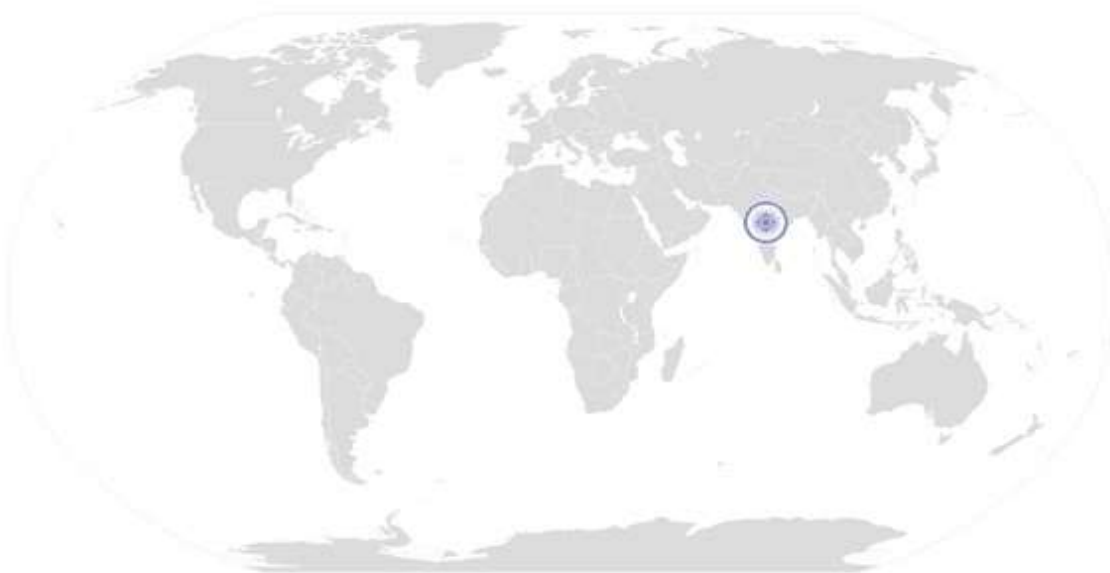


Job Details	Qualifications Pack Code	RSC/ Q 0106		
	Job Role	Bale/Rubber Cutter		
	Credits(NSQF)	4	Version number	1.0
	Sector	Rubber Manufacturing	Drafted on	02/12/14
	Sub-sector	Tyre and Non- tyre	Last reviewed on	02/12/14
	Occupation	Mixing	Next review date	02/12/15
	NSQC Cleanace on	20/07/2015		

Job Role	Bale/Rubber Cutter
Role Description	Bale/Rubber Cutter is responsible for cutting rubber bales into pieces of given specification or per batch requirement using appropriate cutting tools to facilitate loading on to the mixers or open mills efficiently
NSQF level	4
Minimum Educational Qualifications*	Class X/ITI
Maximum Educational Qualifications*	ITI/Graduate in Science
Training (Suggested but not mandatory)	Training on operation of cutting tools and machines
Minimum Job Entry Age	18 years
Experience	Worked as a semi-skilled helper for 3-6 months in the same role
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. RSC/ N 0115 (Prepare material, tools and machine for cutting) 2. RSC/ N 0116 (Perform cutting operation of bales using cutting tools and machine) 3. RSC/ N 0117 (Perform post cutting activities) 4. RSC/ N 5001 (To carry out housekeeping) 5. RSC/ N 5002 (To carry out reporting and documentation) 6. RSC/ N 5003 (To carry out quality checks) 7. RSC/ N 5004 (To carry out problem identification and escalation) <p>Optional: NA</p>
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
OS	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard , which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills or Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS , these include communication related skills that are applicable to most job roles.

National Occupational Standard



Overview

This unit is about preparing material, tools and machine for cutting.

Prepare material, tools and machine for Cutting

National Occupational Standard

Unit Code	RSC / N 0115
Unit Title (Task)	Prepare material, tools and machine for cutting
Description	This unit is about preparing material, tools and machine for cutting operation
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Ensure housekeeping and safety in cutting area. • Prepare the cutting tools and bale cutter machine • Move the required material to carry out cutting operations
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Equipment readiness	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Ensure the availability of all required cutting tools.</p> <p>PC1. Ensure that the tools (knife, hydraulic cutter, machine) are clean and well sharpened .</p> <p>PC2. Set parameters for the machine as per the organizational SOP.</p> <p>PC3. Place the tools on a safe location.</p> <p>PC4. Check the sharpness of the knife for the cutting purpose. Check the availability of bales/rubber with reference to the job schedule given by the planning department</p>
Raw material appropriateness	<p>PC5. Ensure that polymer bales/rubber to be cut are approved and released by the laboratory for further processing.</p> <p>PC6. Move the required pallet/gandolla containing the approved Rubber bales to location where bales are to be cut</p> <p>PC7. Remove bales from the wooden pallet/gandolla and ensure it is clean of any wooden pieces, poly wrapping / metal straps</p> <p>PC8. Collect all wrapping materials, wooden pallet and keep them in their designated places for pick up by scrap /waste handler</p>
Health & Safety	<p>PC9. Ensure the use of certified/tested cutting tools and machine and check their functioning.</p> <p>PC10. Adhere to all safety norms (such as wearing protective gloves and shoes).</p> <p>PC11. Ensure that the safety rope is active and is operational</p> <p>PC12. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.</p>
Knowledge and Understanding (K)	

Prepare material, tools and machine for Cutting

<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Implications of poorly prepared (less sharp) tools. KA2. Importance of identifying non-conforming materials and their storage. KA3. Risk and impact of not following defined procedures/work instructions. KA4. Escalation matrix for reporting identified problems KA5. Records to be maintained and the implications of their non-maintenance. KA6. Importance of housekeeping activities. KA7. Health, safety and environment guidelines, legislation and regulations as applicable. KA8. Personal protection (which protective equipment to be used and how). KA9. Impact of poor practices on health, safety and environment. KA10. Potential hazards and actions to minimize them. KA11. The escalation matrix and procedures for reporting hazard KA12. Impact of various practices on cost, quality, productivity, delivery and safety. KA13. Handover/Takeover of the equipment/work area as per the organizational SOP.</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Selection of a cutting tool based on the rubber size and its importance. KB2. Sharpening of knives KB3. Use of bale cutter and butcher knife KB4. Setting the parameters of cutting machine and loading of bales KB5. Optimal utilization of material while undertaking cutting for different sizes KB6. Various abnormalities and suitable response for abnormalities in equipment performance. KB7. Proper dusting of bales with French chalk/talc KB8. Implications of delays in the cutting process. KB9. Types of defects leading to rejections and their, reasons and possible solutions. KB10. Cleanliness and safety requirements for commencing cutting operation. KB11. Units of measurement. KB12. Response to injuries while handling knives and cutter KB13. Knowledge of appropriate batch sizes with respect to requirement. KB14. Knowledge of first aid treatment to address any cut/injury</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and prepare tags SA2. Fill up appropriate forms and activity logs in required format of the company SA3. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p> <p>Reading and Understanding Skills</p>

Prepare material, tools and machine for Cutting

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA5. Read images, graphs, diagrams</p> <p>SA6. Understand the various coding systems as per company norms</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA8. Respond appropriately to any queries</p> <p>SA9. Communicate with supervisor</p> <p>SA10. Communicate with upstream and downstream teams</p> <p>SA11. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>
	<p>Integrity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA12. Practice honesty with respect to company property and time</p> <p>SA13. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA14. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust</p>
	<p>Motivation</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA15. Take responsibility for completing one's own work assignment</p> <p>SA16. Take initiative to enhance/learn skills in one's area of work</p> <p>SA17. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning.</p> <p>SA18. Is open to new ways of doing things</p> <p>SA19. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p>
	<p>Reliability</p>
B. Professional Skills	<p>Material and Equipment Handling</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Handle cutting tools and machine</p>

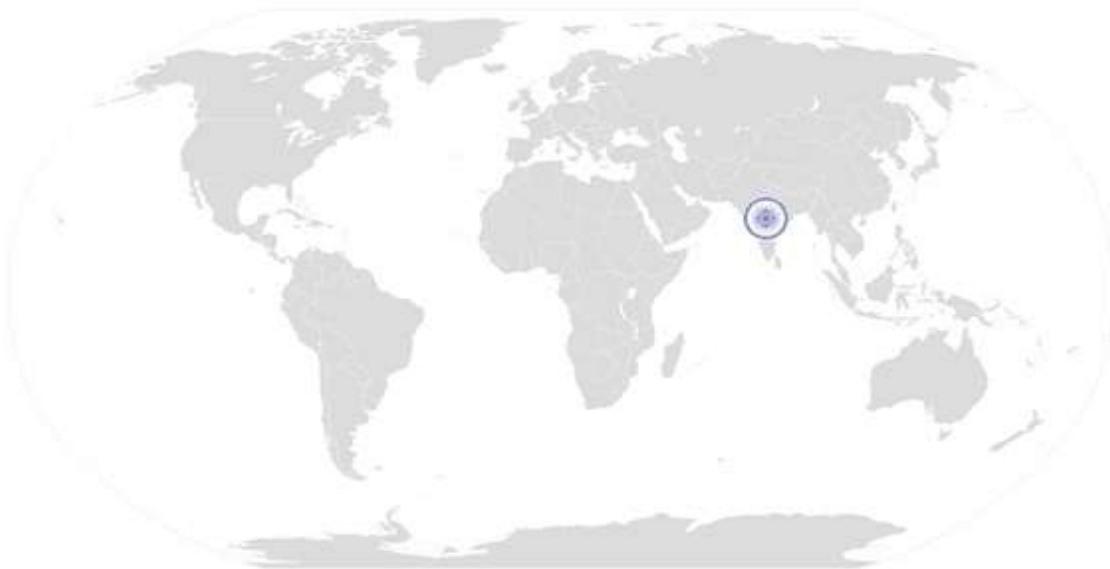
Prepare material, tools and machine for Cutting

	<p>SB2. Handle the rubber bales</p> <p>SB3. Handling of chalk and talc for cleaning knife</p> <p>SB4. Handling of various types of material handling equipment like forklifts, trolleys</p> <p>SB5. 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>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency</p> <p>SB7. Diagnose common problems in the machine based on visual inspection, sound, etc</p> <p>SB8. Suggest improvements(if any) in process based on experience</p> <p>SB9. Minimal wastage using bales to cut rubber pieces of different sizes</p>



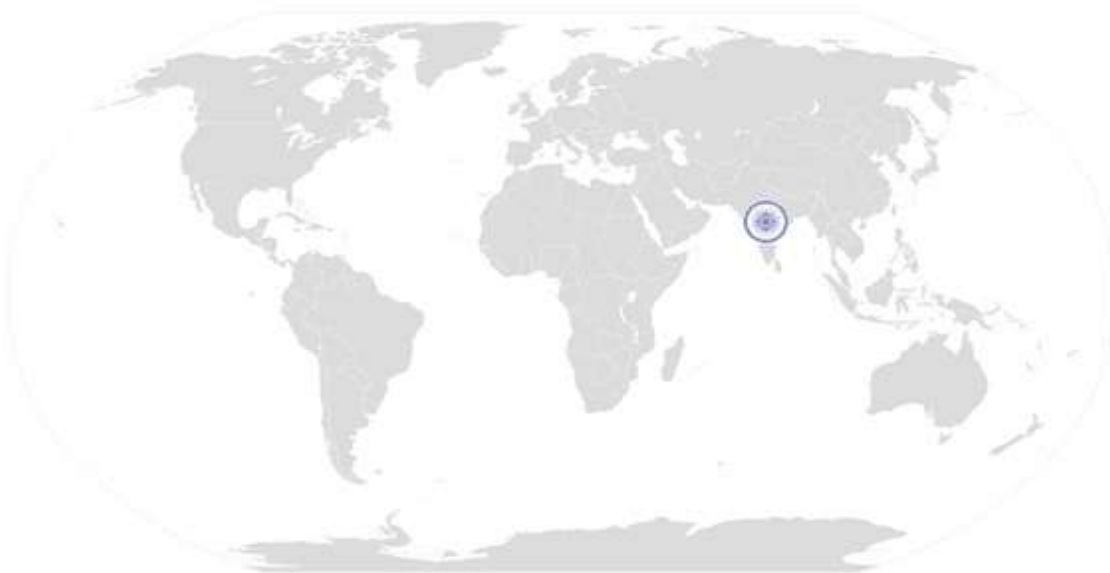
NOS Version Control

NOS Code	RSC / N 0115		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	02/12/14
Industry Sub-sector	Tyre and NonTyre	Last reviewed on	02/12/14
Occupation	Mixing	Next review date	02/12/15



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National Occupational Standard



Overview

This unit about performing cutting operation using the tools and machine

RSC / N 0116
Perform Cutting Operation Using The Tools and Machine

National Occupational Standard

Unit Code	RSC / N 0116
Unit Title (Task)	Perform cutting operation using the tools and machine
Description	This unit is about performing polymer bale cutting operation using the cutting tools and machine
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Ensure housekeeping and safety in cutting area. • Cut rubber bales using appropriate cutting tool (knives). • Load bales to the machine. • Operate the cutting machine • Stack cut bales in appropriate skids/gondolas and place identification tags
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Raw material appropriateness	<p>To be competent, the user/individual on the job must be able to :</p> <p>PC1. Ensure, through visual inspections, that rubber is of the desired quality (uncontaminated).</p>
Operation	<p>PC2. Cut rubber pieces as per the required specification (weight /size)</p> <p>PC3. Use Hydraulic cutter for larger pieces; for smaller pieces, to make up the required weight specification, use Butcher knife</p> <p>PC4. Load/Feed rubber bales appropriately in the machine to cut it as per the required specification</p> <p>PC5. Monitor the machine properly during the cutting operation.</p>
Health & Safety	<p>PC6. Handle the material using hand gloves and other safety equipment.</p> <p>PC7. Adhere to all safety norms (such as wearing protective gloves and shoes, safety mask etc)</p> <p>PC8. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.</p> <p>PC9. Ensure hands or any part of the body of self or any helper is NOT under the Hydraulic blade while under operation .</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Cutting operation and its importance.</p> <p>KA2. Implications of poorly prepared tools.</p>

RSC / N 0116
Perform Cutting Operation Using The Tools and Machinery

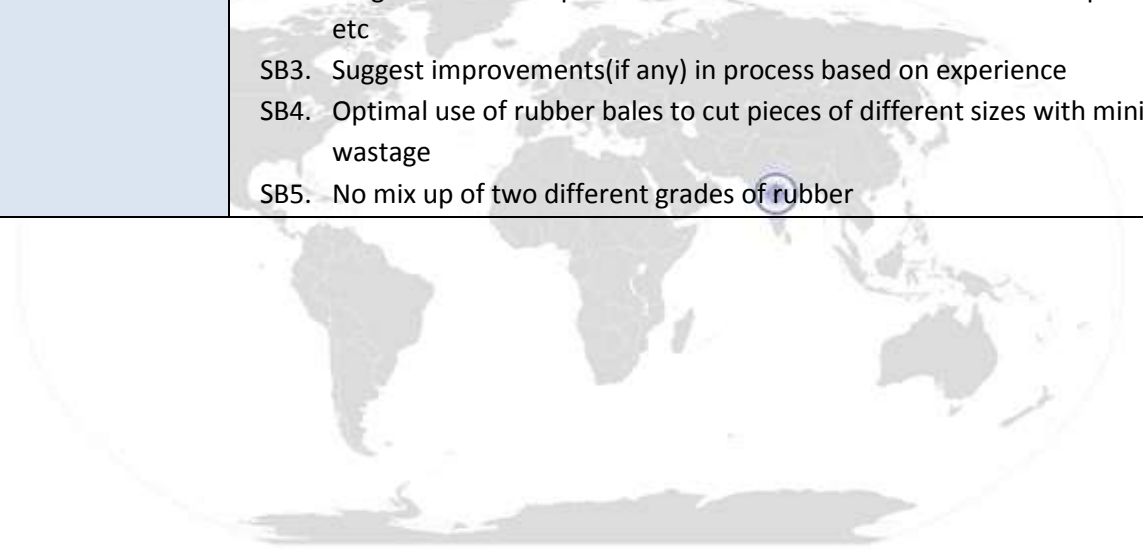
the company/ organization and its processes)	KA3. The material disposal procedure, importance of appropriate disposal of material and implications of not following the material disposal procedure. KA4. How to conduct quality and damage checks and their importance. KA5. Importance of identifying non-conforming products and their storage. KA6. Risk and impact of not following defined procedures/work instructions. KA7. The escalation matrix for reporting identified issues. KA8. Types of documentation in the organization and their importance. KA9. Records to be maintained and the implications of their non-maintenance. KA10. Importance of housekeeping & good shopfloor practices KA11. Health, safety and environment guidelines, legislations and regulations, as applicable. KA12. Personal protection (which protective equipment to be used and how). KA13. Impact of poor practices on health, safety and environment. KA14. Potential hazards and actions to minimize them. KA15. The escalation matrix and procedures for reporting hazards. KA16. Importance of FIFO KA17. Impact of various practices on cost, quality, productivity, delivery and safety. KA18. Handover/Takeover of the equipment/work area as per organizational SOP.
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Cutting operation using cutting tools and machine. KB2. Cleanliness and safety requirements for commencing cutting operation. KB3. cutting techniques using hydraulic and butcher Knives KB4. Operation of cutting machine (equipment working, possible setting levels and typical processes followed for different batches). KB5. Functioning of knives and their appropriate sharpness KB6. Effects of improper size cutting on the inefficiency of mixing operation on internal mixer/open mills . KB7. The process and importance of quality checks. KB8. Types of defects leading to rejections and their indicators, reasons and possible solutions.(e.g wrong polymer cut) KB9. Potential problems in the cutting operation. KB10. Units of measurement. KB11. Knowledge of first aid treatment to respond to injuries. KB12. Knowledge of cutting appropriate piece sizes with respect to appropriate tools and machinery. KB13. When and where to use French chalk/talc for cleaning of knife.
Skills (S)	
A. Core Skills/	Writing Skills

RSC / N 0116
Perform Cutting Operation Using The Tools and Machinery

Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and prepare tags SA2. Fill up appropriate forms and activity logs in required format of the company SA3. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes
	Reading and Understanding Skills
	The user/individual on the job needs to know and understand how to: SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA5. Read images, graphs, diagrams SA6. Understand the various coding systems as per company norms
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA7. Express statements, opinions or information clearly so that others can hear and understand SA8. Respond appropriately to any queries SA9. Communicate with supervisor SA10. Communicate with upstream and downstream teams SA11. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)
	Integrity
	The user/individual on the job needs to know and understand how to: SA12. Practice honesty with respect to company property and time SA13. Communicate with people in a form and manner and using language that is open and respectful SA14. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust
	Motivation
	The user/individual on the job needs to know and understand how to: SA15. Take responsibility for completing one's own work assignment SA16. Take initiative to enhance/learn skills in one's area of work SA17. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning. SA18. Is open to new ways of doing things SA19. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.
	Reliability
The user/individual on the job needs to know and understand how to: SA20. Avoid absenteeism SA21. Act objectively, rather than impulsively or emotionally when faced with	

RSC / N 0116
Perform Cutting Operation Using The Tools and Machine

	<p>difficult/stressful or emotional situations</p> <p>SA22. Work in disciplined factory environment</p> <p>SA23. Be punctual</p>
B. Professional Skills	Material and Equipment Handling
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Handle cutting tools and machine</p> <p>SB2. Handle rubber bales</p> <p>SB3. Handle French chalk/talc</p> <p>SB4. Handling of various types of material handling equipment like forklifts, trolleys</p>
	Analytical Thinking
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency</p> <p>SB2. Diagnose common problems in the machine based on visual inspection, sound etc</p> <p>SB3. Suggest improvements(if any) in process based on experience</p> <p>SB4. Optimal use of rubber bales to cut pieces of different sizes with minimal wastage</p> <p>SB5. No mix up of two different grades of rubber</p>	



Perform Cutting Operation Using The Tools and Machine

NOS Version Control

NOS Code	RSC / N 0116		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	02/12/14
Industry Sub-sector	Tyre and NonTyre	Last reviewed on	02/12/14
Occupation	Mixing	Next review date	02/12/15



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National Occupational Standard



Overview

This unit is about performing activities after cutting operation

RSC / N 0117
Perform Post-cutting Activities

National Occupational Standard

Unit Code	RSC / N 0117
Unit Title (Task)	Perform post - cutting activities
Description	This unit is about performing post cutting operation for cut rubber pieces
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Ensuring housekeeping and safety in the cutting area • Form appropriate batches of the cut pieces • Mark the batch for proper identification for further processing • Arrange for keeping the cut rubber pieces at designated place • Put the cutting tools at designated place • Arrange for placing/storing the remaining portions of the rubber at proper place • Record on the schedule sheet the total units/kgs of rubber bales cut and mention excess / shortfalls for scheduler to adjust the schedule for next shift . also mention the reason why .
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Operation	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Clean tools and keep the tools at designated place after the completion of cutting operation.</p> <p>PC2. Organize to keep the cut rubber pieces appropriately.</p> <p>PC3. Proper marking of rubber pieces– batch number, specified size and quantity, date , shift and the operators name.</p> <p>PC4. Remove remaining portions of the rubber from the cutting area.</p>
Material disposal	PC5. Dispose of waste material safely, as per organizational SOP.
Batch Marking	PC6. 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).
Sampling	<p>PC7. Send samples of specified batches in specified form to an accredited lab for testing.</p> <p>PC8. Send the remaining material to designated storage areas.</p>
Health & Safety	<p>PC9. Handle the material using hand gloves and other safety equipment.</p> <p>PC10. Adhere to all safety norms (such as wearing protective gloves , shoes, safety goggles etc).</p> <p>PC11. Comply with health, safety, environment guidelines and regulations in</p>

	accordance with international/national standards or the organizational standards.
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Implications of inappropriately cut pieces.</p> <p>KA2. Significance of batch marking.</p> <p>KA3. Importance of identifying non-conforming products and their storage.</p> <p>KA4. Risk and impact of not following defined procedures/work instructions.</p> <p>KA5. The escalation matrix and procedures for reporting identified problems.</p> <p>KA6. Types of documentation in the organization and their importance.</p> <p>KA7. Records to be maintained and the implications of their non-maintenance.</p> <p>KA8. Importance of housekeeping & good shopfloor practices</p> <p>KA9. Health, safety, and environment guidelines, legislations and regulations as applicable.</p> <p>KA10. Personal protection (which protective equipment to be used and how).</p> <p>KA11. Potential hazards and actions to minimize them.</p> <p>KA12. Impact of poor practices on health, safety and environment.</p> <p>KA13. The escalation matrix and procedures for reporting hazards.</p> <p>KA14. Handover/Takeover of the equipment/work area as per organizational SOP.</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Appropriate method for keeping the cut rubber pieces.</p> <p>KB2. Methods for removing remaining portions uncut bales from the cutting area.</p> <p>KB3. Process and importance of dimensional and quality checks.</p> <p>KB4. Identification techniques</p> <p>KB5. Implications of incorrect identification</p> <p>KB6. Knowledge of compatible/non compatible polymers and the necessity to keep them separated</p> <p>KB7. Implications of inappropriate waste disposal.</p> <p>KB8. Types of defects leading to rejections and their indicators, reasons and possible solutions.</p> <p>KB9. Units of measurement.</p> <p>KB10. Coding systems for identification and traceability.</p> <p>KB11. Knowledge of weighing scales.</p> <p>KB12. Knowledge of the storage life of product</p> <p>KB13. Knowledge of FIFO</p> <p>KB14. The identification technique for cautioning associate from using wrong/defective tools</p>
Skills (S)	
A. Core Skills/	Writing Skills

RSC / N 0117
Perform Post-cutting Activities

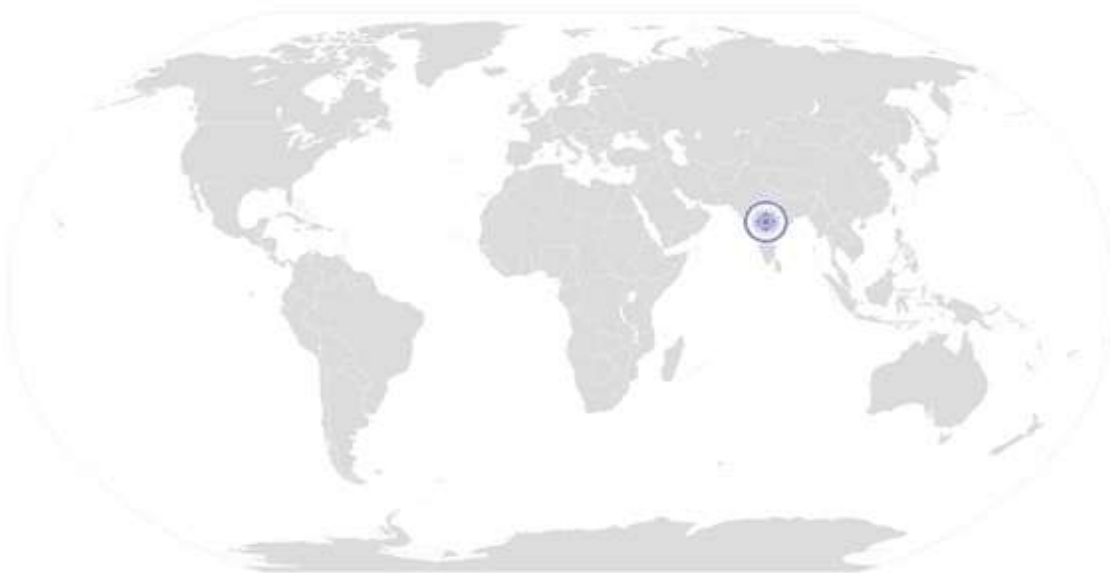
Generic Skills	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and place tags</p> <p>SA2. Fill up appropriate forms and activity logs in required format of the company</p> <p>SA3. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p>
	Reading and Understanding Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA5. Read images, graphs, diagrams</p> <p>SA6. Understand the various coding systems as per company norms</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA8. Respond appropriately to any queries</p> <p>SA9. Communicate with supervisor</p> <p>SA10. Communicate with upstream and downstream teams</p> <p>SA11. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>
	Integrity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA12. Practice honesty with respect to company property and time</p> <p>SA13. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA14. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust</p>
	Motivation
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA15. Take responsibility for completing one's own work assignment</p> <p>SA16. Take initiative to enhance/learn skills in one's area of work</p> <p>SA17. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning.</p> <p>SA18. Is open to new ways of doing things</p> <p>SA19. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p>
	Reliability
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA20. Avoid absenteeism</p> <p>SA21. Act objectively, rather than impulsively or emotionally when faced with</p>

RSC / N 0117
Perform Post-cutting Activities

	<p>difficult/stressful or emotional situations</p> <p>SA22. Work in disciplined factory environment</p> <p>SA23. Be punctual</p>
B. Professional Skills	Material and Equipment Handling
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Handle cutting tools and machine.</p> <p>SB2. Handle rubber bales.</p> <p>SB3. Handle French chalk/talc.</p> <p>SB4. Handling of various types of material handling equipment like forklifts, trolleys</p> <p>SB5. 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>
	Analytical Thinking
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency</p> <p>SB7. Diagnose common problems in the machine based on visual inspection, sound etc</p> <p>SB8. Suggest improvements(if any) in process based on experience</p> <p>SB9. Optimal use of rubber bales to cut pieces of different sizes with minimal wastage</p>	

RSC / N 0117
Perform Post-cutting Activities
NOS Version Control

NOS Code	RSC / N 0117		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	02/12/14
Industry Sub-sector	Tyre and NonTyre	Last reviewed on	02/12/14
Occupation	Mixing	Next review date	02/12/15


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National Occupational Standard



Overview

This unit is about carrying out housekeeping

Unit Code	RSC / N 5001
Unit Title (Task)	To carry out housekeeping
Description	This unit is about carrying out housekeeping activities
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparing for housekeeping activities • Carry out housekeeping activities • Post housekeeping activities
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Pre housekeeping activities	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Inspect the area while taking into account various surfaces</p> <p>PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain</p> <p>PC3. Ensure that the cleaning equipment is in proper working condition</p> <p>PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person</p> <p>PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces</p> <p>PC6. Inform the affected people about the cleaning activity</p> <p>PC7. Display the appropriate signage for the work being conducted</p> <p>PC8. Ensure that there is adequate ventilation for the work being carried out</p> <p>PC9. Wear the personal protective equipment required for the cleaning method and materials being used</p>
Operations	<p>PC10. Use the correct cleaning method for the work area, type of soiling and surface</p> <p>PC11. Carry out cleaning activity without disturbing others</p> <p>PC12. Deal with accidental damage, if any, caused while carrying out the work</p> <p>PC13. Report to the appropriate person any difficulties in carrying out your work</p> <p>PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill</p>
Post housekeeping activities	<p>PC15. Ensure that there is no oily substance on the floor to avoid slippage</p> <p>PC16. Ensure that no scrap material is lying around</p> <p>PC17. Maintain and store housekeeping equipment and supplies</p>

Carry Out Housekeeping Activities

	<p>PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process</p> <p>PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements</p> <p>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</p> <p>PC21. Dispose the waste garnered from the activity in an appropriate manner</p> <p>PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly</p>
General	<p>PC23. Maintain schedules and records for housekeeping duty</p> <p>PC24. Replenish any necessary supplies or consumables</p>
Knowledge and Understanding (K)	
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The levels of hygiene required by workplace and why it is important to maintain them during your work</p> <p>KB2. How to inspect a work area to decide what cleaning it needs</p> <p>KB3. Methods and materials that used for cleaning variety of surfaces</p> <p>KB4. The types of cleansing agents that are not to be mixed together</p> <p>KB5. The correct method for cleaning equipment and/or machinery used during your work</p> <p>KB6. The importance of personal protective equipment</p> <p>KB7. Appropriate personal protective equipment for the work area, cleaning equipment, tools, materials and chemicals used</p> <p>KB8. The correct sequence for cleaning the work area</p> <p>KB9. The time taken by the treatment to work</p> <p>KB10. The importance of following manufacturer's instructions on cleaning agents</p> <p>KB11. The most appropriate place to carry out test cleans and why this should be done before applying treatments</p> <p>KB12. The importance of applying treatments evenly and the effect of not doing this</p> <p>KB13. Process of cleaning the surfaces without causing injury or damage</p> <p>KB14. The method to check the treated surface and equipment on completion of cleaning</p> <p>KB15. Procedures for reporting any unidentified soiling</p> <p>KB16. Procedures for disposing off waste</p> <p>KB17. Procedures for disposing off or storing personal protective equipment</p> <p>KB18. Escalation procedures for soils or stains that could not be removed</p>

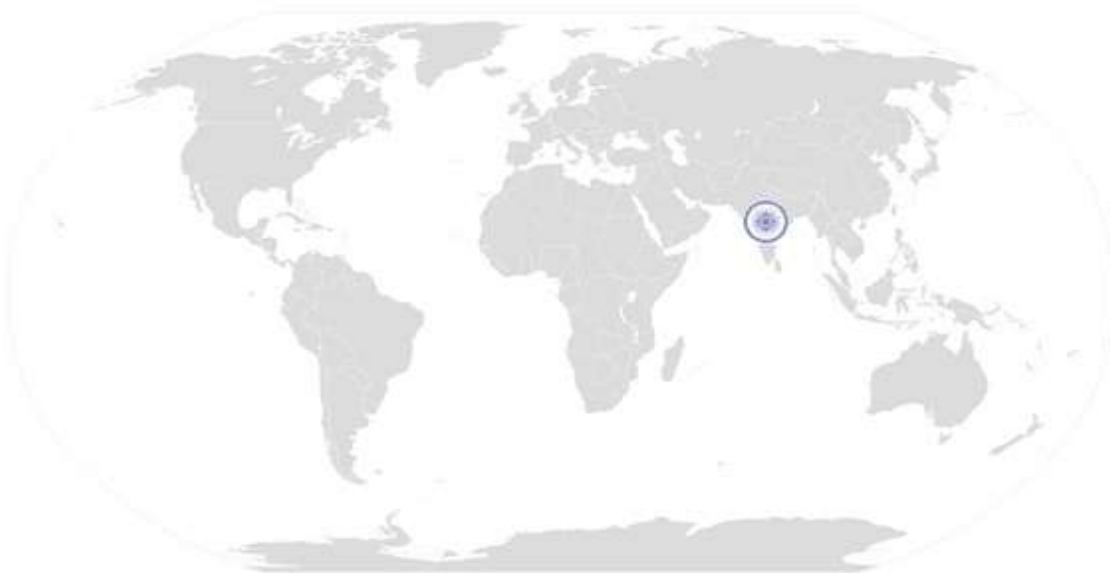
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes
	Reading and Understanding Skills
	The user/individual on the job needs to know and understand how to: SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams SA7. Understand the various coding systems as per company norms
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA8. Express statements, opinions or information clearly so that others can hear and understand SA9. Respond appropriately to any queries SA10. Communicate with supervisor SA11. Communicate with upstream and downstream teams SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)
	Integrity
	The user/individual on the job needs to know and understand how to: SA13. Practice honesty with respect to company property and time SA14. Communicate with people in a form and manner and using language that is open and respectful SA15. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust
	Motivation
	The user/individual on the job needs to know and understand how to: SA16. Take responsibility for completing one's own work assignment SA17. Take initiative to enhance/learn skills in one's area of work SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning.

Carry Out Housekeeping Activities

	SA19. Is open to new ways of doing things
	SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.
	Reliability
	The user/individual on the job needs to know and understand how to:
	SA21. Avoid absenteeism
	SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
	SA23. Work in disciplined factory environment
	SA24. Be punctual

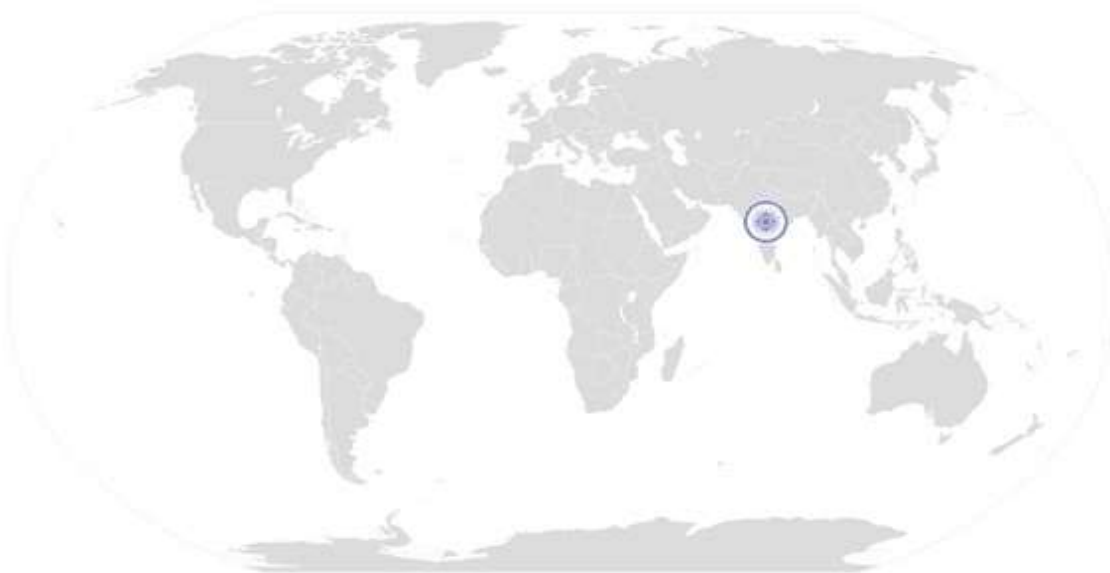


NOS Code	RSC / N 5001		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	04/06/2014
Industry Sub-sector	Tyre and NonTyre	Last reviewed on	14/06/2014
Occupation	Mixing	Next review date	14/06/2015



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National Occupational Standard



Overview

This unit is about reporting and documentation

RSC / N 5002
To Carry Out Reporting And Documentation
National Occupational Standard

Unit Code	RSC / N 5002
Unit Title (Task)	To carry out reporting and documentation
Description	This unit is about carrying out reporting and documentation
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Reporting of data/problem/incidents etc • Documentation • Information Security
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Reporting	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Report data/problems/incidents as applicable in a timely manner</p> <p>PC2. Report to the appropriate authority as laid down by the company</p> <p>PC3. Follow reporting procedures as prescribed by the company</p>
Recording and Documentation	<p>PC4. Identify documentation to be completed relating to one's role</p> <p>PC5. Record details accurately an appropriate format</p> <p>PC6. Complete all documentation within stipulated time according to company procedure</p> <p>PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly</p> <p>PC8. Make sure documents are available to all appropriate authorities to inspect</p>
Information Security	<p>PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures</p> <p>PC10. Inform the appropriate authority of requests for information received</p>
Knowledge and Understanding (K)	
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different methods of recording information</p> <p>KB2. Various documents that need to be maintained</p> <p>KB3. Company procedure for filling/maintaining up the documents</p> <p>KB4. Procedures for reporting to the appropriate authority</p> <p>KB5. Procedures for recording damage, breakages etc</p> <p>KB6. Reporting incidents where standard operating procedures are not followed</p> <p>KB7. The importance of complete and accurate documentation</p> <p>KB8. How to maintain complete documentation accurately and within agreed timescales</p> <p>KB9. The importance of ensuring that the documents are correct</p>

To Carry Out Reporting And Documentation

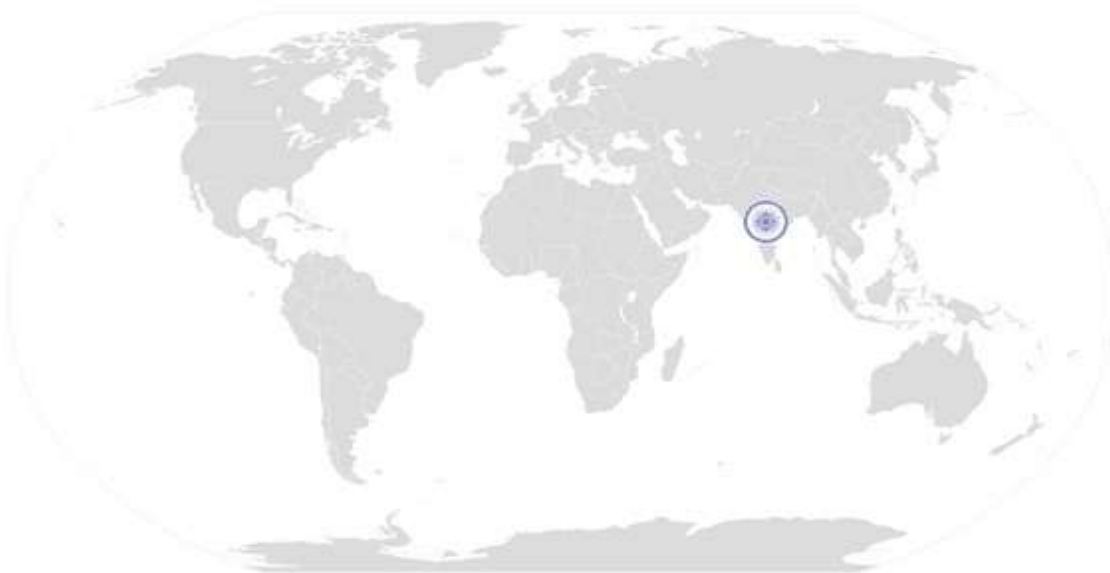
	<p>KB10. The actions to be taken if the documents are not correct</p> <p>KB11. The importance of maintaining the security and confidentiality of recorded information</p> <p>KB12. Procedures to maintain confidentiality of information</p> <p>KB13. The appropriate method for responding to requests for information</p> <p>KB14. The reporting procedures to followed before disclosing information to any outside party</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p>
	Reading and Understanding Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>
	Integrity
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA13. Practice honesty with respect to company property and time</p> <p>SA14. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA15. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust</p>	

	Motivation
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA16. Take responsibility for completing one’s own work assignment</p> <p>SA17. Take initiative to enhance/learn skills in ones’s area of work</p> <p>SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one’s learning.</p> <p>SA19. Is open to new ways of doing things</p> <p>SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p>
	Reliability
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA21. Avoid absenteeism</p> <p>SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA23. Work in disciplined factory environment</p> <p>SA24. Be punctual</p>

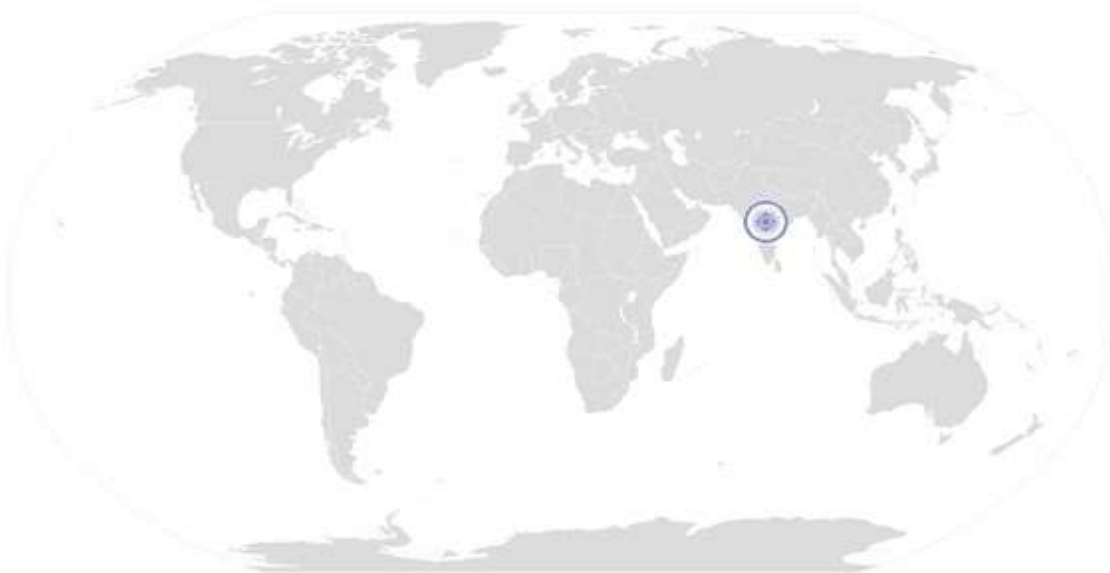


RSC / N 5002
To Carry Out Reporting And Documentation
NOS Version Control

NOS Code	RSC / N 5002		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	04/06/2014
Industry Sub-sector	Tyre and NonTyre	Last reviewed on	14/06/2014
Occupation	Mixing	Next review date	14/06/2015


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National Occupational Standard



Overview

This unit is about carrying out quality checks

To Carry Out Quality Checks

Unit Code	RSC / N 5003
Unit Title (Task)	To carry out quality checks
Description	This unit is about carrying out quality control activities
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Carrying out quality checks to identify problems • Take corrective actions • Reporting the results
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Inspection	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure that total range of checks are regularly and consistently performed</p> <p>PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required</p>
Analysis	<p>PC3. Identify non-conformities to quality assurance standards</p> <p>PC4. Identify potential causes of non-conformities to quality assurance standards</p> <p>PC5. Identify impact on final product due to non-conformance to company standards</p> <p>PC6. Evaluating the need for action to ensure that problems do not recur</p> <p>PC7. Suggest corrective action to address problem</p> <p>PC8. Review effectiveness of corrective action</p>
Reporting	<p>PC9. Interpret the results of the quality check correctly</p> <p>PC10. Take up results of the findings with QC in charge/appropriate authority.</p> <p>PC11. Take up the results of the findings within stipulated time</p> <p>PC12. Record of results of action taken</p> <p>PC13. Record adjustments not covered by established procedures for future reference</p> <p>PC14. Review effectiveness of action taken</p> <p>PC15. Follow reporting procedures where the cause of defect cannot be identified</p>
Knowledge and Understanding (K)	
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The importance of quality control procedures</p> <p>KB2. Relevance and importance of activities and how they contribute to the</p>

	<p>achievement of the quality objectives,</p> <p>KB3. Proper procedure for selecting the material/product and performing quality checks without affecting the material</p> <p>KB4. Availability of work instructions, as necessary,</p> <p>KB5. Characteristics of the product/material</p> <p>KB6. Use of suitable equipment</p> <p>KB7. Availability and use of monitoring and measuring devices,</p> <p>KB8. Requirements of records</p> <p>KB9. Importance of maintaining accurate up-to-date records</p> <p>KB10. The need to report within the stipulated time</p> <p>KB11. Implications of inaccurate measuring and testing instruments and equipment</p> <p>KB12. The cost of non-conformance to quality standards</p> <p>KB13. Implications (impact on internal/external customers) of defective products, materials or components</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p>
	Reading and Understanding Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
	Oral Communication (Listening and Speaking skills)
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>	

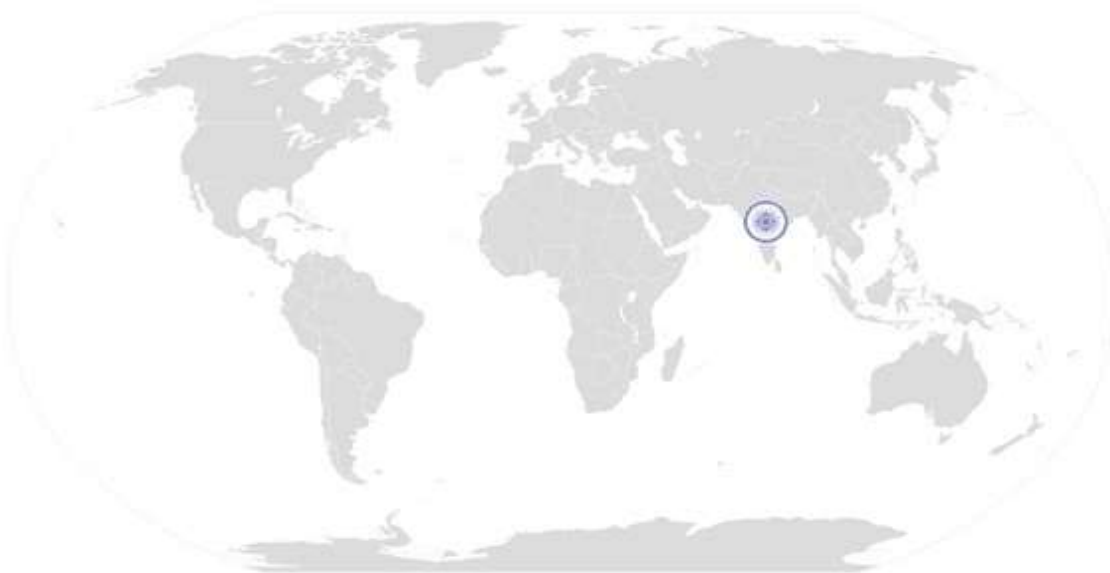
	Integrity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA13. Practice honesty with respect to company property and time</p> <p>SA14. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA15. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust</p>
	Motivation
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA16. Take responsibility for completing one's own work assignment</p> <p>SA17. Take initiative to enhance/learn skills in ones's area of work</p> <p>SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning.</p> <p>SA19. Is open to new ways of doing things</p> <p>SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p>
	Reliability
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA21. Avoid absenteeism</p> <p>SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA23. Work in disciplined factory environment</p> <p>SA24. Be punctual</p>	

NOS Code	RSC / N 5003		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	04/06/2014
Industry Sub-sector	Tyre and NonTyre	Last reviewed on	14/06/2014
Occupation	Mixing	Next review date	14/06/2015



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National Occupational Standard



Overview

This unit is about problem identification and escalation

To Carry Out Problem Identification And Escalation

Unit Code	RSC / N 5004
Unit Title (Task)	To carry out problem identification and escalation
Description	This unit is about problem identification and escalation
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Identify problems across: <ul style="list-style-type: none"> - Raw materials - Compounds - Product - Equipment - Others • Identify solutions to problems • Take corrective action • Escalation of unresolved identified problems
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Problem Identification	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Identify defects/indicators of problems</p> <p>PC2. Identify any wrong practices that may lead to problems</p> <p>PC3. Identify practices that may impact the final product quality</p> <p>PC4. Identify if the problem has occurred before</p> <p>PC5. Identify other operations that might be impacted by the problem</p> <p>PC6. Ensure that no delays are caused as a result of failure to escalate problems</p>
Necessary Action	<p>PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required)</p> <p>PC8. Consider possible reasons for identification of problems</p> <p>PC9. Consider applicable corrections and formulate corrective action</p> <p>PC10. Formulate action in a timely manner</p> <p>PC11. Communicate problem/remedial action to appropriate parties</p> <p>PC12. Take corrective action in a timely manner</p> <p>PC13. Take corrective action for problems identified according to the company procedures</p> <p>PC14. Report/document problem and corrective action in an appropriate manner</p> <p>PC15. Monitor corrective action</p> <p>PC16. Evaluate implementation of corrective action taken to determine if the</p>

To Carry Out Problem Identification And Escalation

	<p>problem has been resolved</p> <p>PC17. Ensure that corrective action selected is viable and practical</p> <p>PC18. Ensure that correct solution is identified to an identified problem</p> <p>PC19. Take corrective action for problems identified according to the company procedures</p> <p>PC20. Ensure that no delays are caused as a result of failure to take necessary action</p>
Problem Escalation	<p>PC21. Escalate problem as per laid down escalation matrix</p> <p>PC22. Escalate the problem within stipulated time</p> <p>PC23. Escalate the problem in an appropriate manner</p> <p>PC24. Ensure that no delays are caused as a result of failure to escalate problems</p>
Knowledge and Understanding (K)	
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Indicators of problems</p> <p>KB2. The working of the equipment and accessories(if applicable)</p> <p>KB3. The impact of operations on the user and equipment(if applicable)</p> <p>KB4. The impact of operations on the final product (if applicable)</p> <p>KB5. The effect of not rectifying the problems identified</p> <p>KB6. The reason for the occurrence of previous problems</p> <p>KB7. Measures and steps that have been taken to address the previous problems</p> <p>KB8. Possible solutions for various problems</p> <p>KB9. The correct method for carrying out corrective actions outlined for each problem</p> <p>KB10. The impact of not carrying out the corrective actions</p> <p>KB11. The documentation procedure for recording such problems, as per company norms</p> <p>KB12. The escalation matrix for reporting problems</p> <p>KB13. Escalation matrix for reporting unresolved problems</p> <p>KB14. The time frame within which in which each problem needs to be escalated</p> <p>KB15. Manner in which each problem needs to be escalated</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as</p>

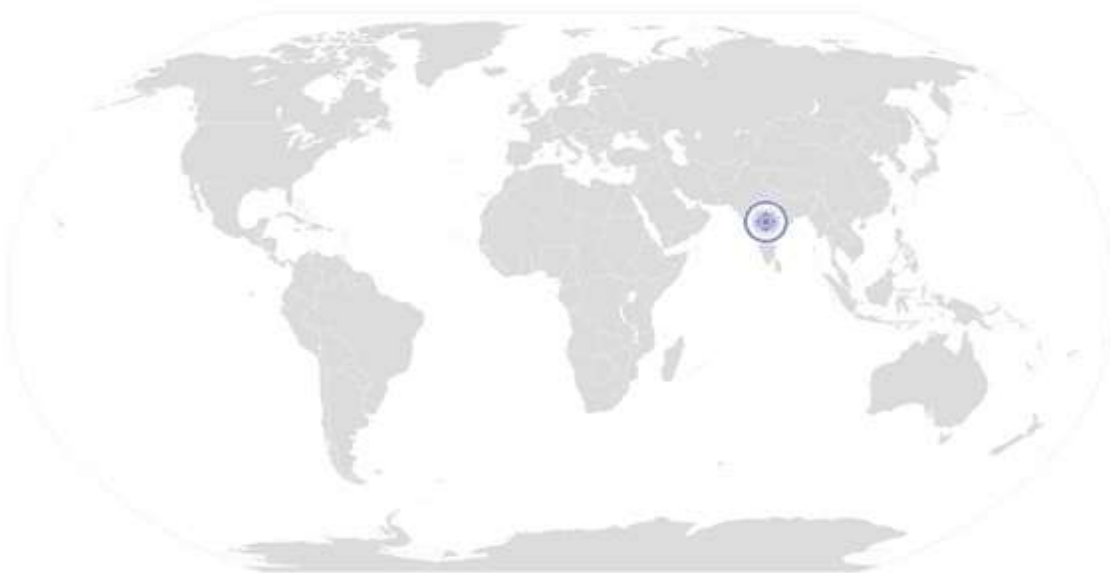
To Carry Out Problem Identification And Escalation

	<p>estimation and approximation, for practical purposes</p>
	<p>Reading and Understanding Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>
	<p>Integrity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA13. Practice honesty with respect to company property and time</p> <p>SA14. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA15. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust</p>
	<p>Motivation</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA16. Take responsibility for completing one's own work assignment</p> <p>SA17. Take initiative to enhance/learn skills in one's area of work</p> <p>SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning.</p> <p>SA19. Is open to new ways of doing things</p> <p>SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p>
	<p>Reliability</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA21. Avoid absenteeism</p> <p>SA22. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA23. Work in disciplined factory environment</p> <p>SA24. Be punctual</p>

RSC / N 5004
To Carry Out Problem Identification And Escalation

NOS Version Control

NOS Code	RSC / N 5004		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	04/06/2014
Industry Sub-sector	Tyre and NonTyre	Last reviewed on	14/06/2014
Occupation	Mixing	Next review date	14/06/2015


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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Rubber Bale Cutter
Qualification Pack RSC/ Q 0106
Sector Skill Council Rubber Skill Development Council

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

			Marks Allocation		
NOS	Elements	Performance Criteria	Total	Theory	Practical
RSC / N 0115 Prepare material, tools and machine for Cutting	Equipment readiness	PC1. Ensure the availability of all required cutting tools.	1	0	1
		PC2. Ensure that the tools (knife, hydraulic cutter, machine) are clean and well sharpened .	1	0	1
		PC3. Set parameters for the machine as per the organizational SOP.	15	9	6
		PC4. Place the tools on a safe location.	2	0	2

		PC5. Check the sharpness of the knife for the cutting purpose.	2	0	2
		PC6. Check the availability of bales/rubber with reference to the job schedule given by the planning department	8	8	0
	Raw material appropriateness	PC7. Ensure that polymer bales/rubber to be cut are approved and released by the laboratory for further processing.	8	8	0
		PC8. Move the required pallet/gandolla containing the approved Rubber bales to location where bales are to be cut	7	0	7
		PC9. Remove bales from the wooden pallet/gandolla and ensure it is clean of any wooden pieces, poly wrapping / metal straps	23	15	8
		PC10. Collect all wrapping materials, woodenpallet and keep them in their designated places for pick up by scrap /waste handler	12	6	6
	Health & Safety	PC11. Ensure the use of certified/tested cutting tools and machine and check their functioning.	7	5	2
		PC12. Adhere to all safety norms (such as wearing protective gloves and shoes).	9	6	3
		PC13. Ensure that the safety rope is active and is operational	2	0	2
		PC14. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	3	3	0
			100	60	40
RSC / N 0116 Perform Cutting Operation Using The Tools and Machine	Raw material appropriateness	PC1. Ensure, through visual inspections, that rubber is of the desired quality (uncontaminated).	21	10	11
	Operation	PC2. Cut rubber pieces as per the required specification (weight /size)	24	8	16
		PC3. Use Hydraulic cutter for larger pieces; for smaller pieces, to make up the required weight specification, use Butcher knife	22	8	14
		PC4. Load/Feed rubber bales appropriately in the machine to cut it as per the required specification	5	0	5
		PC5. Monitor the machine properly during thecutting operation.	5	0	5
	Health & Safety	PC6. Handle the material using hand gloves and other safety equipment.	9	6	3
		PC7. Adhere to all safety norms (such as wearing protective gloves and shoes, safety mask etc)	7	3	4

		PC8. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	3	3	0
		PC9. Ensure hands or any part of the body of self or any helper is NOT under the Hybrdualic blade while under operation .	4	2	2
			100	40	60
RSC / N 0117 Perform Post-cutting Activities	Operation	PC1. Clean tools and keep the tools at designated place after the completion of cutting operation.	4	0	4
		PC2. Organize to keep the cut rubber pieces appropriately.	5	2	3
		PC3. Proper marking of rubber pieces– batch number, specified size and quantity, date , shift and the operators name.	20	16	4
		PC4. Remove remaining portions of the rubber from the cutting area.	7	5	2
	Material disposal	PC5. Dispose of waste material safely, as per organizational SOP.	5	0	5
	Batch Marking	PC6. 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).	16	10	6
	Sampling	PC7. Send samples of specified batches in specified form to an accredited lab for testing.	10	8	2
		PC8. Send the remaining material to designated storage areas.	9	5	4
	Health & Safety	PC9. Handle the material using hand gloves and other safety equipment.	12	6	6
		PC10. Adhere to all safety norms (such as wearing protective gloves , shoes, safety goggles etc).	9	5	4
		PC11. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards	3	3	0
			100	60	40
RSC/N5001 To Carry Out Housekeeping	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	3	3	0

		appropriate equipment and materials are not available and inform the appropriate person			
		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 equipment required for the cleaning method and materials being used	3	3	0
	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

		PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly	9	3	6
	General	PC23. Maintain schedules and records for housekeeping duty	3	3	0
		PC24. Replenish any necessary supplies or consumables	3	3	0
			100	70	30
RSC/N5002 To Carry Out Reporting And Documentation	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 procedure	14	4	10
		PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly	6	4	2
	Information Security	PC8. Make sure documents are available to all appropriate authorities to inspect	6	4	2
		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
			100	60	40
RSC/N5003 To Carry Out Quality Checks	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
			100	60	40
RSC/N5004 To Carry Out Problem Identification And Escalation	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
		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	