

## 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

**Tel number(s):** 011 41004899

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

- a) Annexure 1: RCPSDC Affiliation Application Form
- b) Annexure 2: RCPSDC Protocols for Affiliating Assessment Agencies
- c) Annexure 3: Qualification Pack for Assistant Operator- Material Handling and Storage
- 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

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<b>Qualification Title</b>	Assistant Operator - Material Handling and Storage
<b>Qualification Code</b>	RSC/Q0108
<b>NCO Code and Occupation</b>	NCO Code: NCO-2015/NIL Occupation: Storage & Warehousing
<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.  This 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>	Storage & Warehousing
<b>Job Description of the Occupation</b>	Assistant Operator - Material Handling and Storage are responsible to work for the proper loading/ unloading, locating in assigned locations, assembling of rubber products, packaging and storage of the material. He is responsible for sending the

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	approved material to manufacturing by ensuring quality, quantity, FIFO and age limits and also to send the packaged final product as per the delivery order/order sheet to the internal and external customer/s.
<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>	Assistant Operator - Material Handling and Storage role leads to Supervisory level in Material Handling and Storage processes.
<b>Planned arrangements for the Recognition of Prior Learning (RPL)</b>	Assessments under RPL are carried out as per the normal assessment process followed by RCPSDC.

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<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>
Bridge Module	M	24	3
RSC/N3301 - Perform rubber product loading/unloading activity	M	44	3
RSC/N3302 - Carry out rubber product assembling and packaging	M	72	3
RSC/N3303 - Undertake storage of rubber product	M	48	3
RSC/N3304 - Undertake rubber product dispatch activities	M	44	3
RSC/N5001 - Carry out housekeeping in rubber product manufacturing	M	16	Common across level (1 to 5)
RSC/N5002 - Carry out reporting and documentation	M	16	Common across level (1 to 5)
RSC/N5003 - Carry out quality checks	M	16	Common across level (1 to 5)
RSC/N5004 - Carry out problem identification and escalation	M	32	Common across level (1 to 5)
Bridge Module – Health & Safety	M	18	Common across level (1 to 5)

**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 Material Handling and Storage Operator

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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.

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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)

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**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.*

<b>Compulsory NOS</b>				<b>Marks Allocation</b>	
<b>Total Marks: 800</b>					
<b>Assessment outcomes</b>	<b>Assessment Criteria for outcomes</b>	<b>Total Marks</b>	<b>Out Of</b>	<b>Skills Theory</b>	<b>Skills Practical</b>
<b>RSC/N3301 Perform rubber product loading/unloading activity</b>	PC1. Keep hand tools and different equipment used in loading/unloading operation ready before commencing loading/unloading	100	7	2	5
	PC2. Check the planning department schedule and ensure availability of material, compound mix, semi-finished and finished products to be loaded/unloaded		7	2	5
	PC3. Visual inspection of material, compound mix, semi-finished and finished products to be loaded/unloaded		7	2	5
	PC4. Ensure the completion of loading/unloading of material within the given timeline		1	1	0
	PC5. Perform checking of material based on random selection of the material as per the company’s guidelines for the same		6	3	3
	PC6. Perform weight checks as per instructions from technical to record shortages /excess in supplies / dispatch		5	3	2
	PC7. Inspect for any damage and report the same to the purchase officer/supplier/relevant department		5	3	2
	PC8. Instruct for making the space available for the unloaded material		5	3	2
	PC9. Ensure that the quantity of material loaded/unloaded is properly recorded		5	3	2
	PC10. Ensure that all the loaded/unloaded material is identified properly		2	2	0



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	PC11. Report any shortage/excess vis-à-vis the detail provided		5	3	2
	PC12. Send the loaded/unloaded material at the designated place		3	1	2
	PC13. Arrange for placing/storing the damaged/rejected material at proper place		4	2	2
	PC14. Ensure the use of certified equipment and tools for loading/unloading/moving the material		5	1	4
	PC15. Safety measures to avoid use of anything that may cause material to catch fire while loading/unloading		5	2	3
	PC16. Prepare MSDS (material safety data sheet) of each raw material under usage.		5	2	3
	PC17. Ensure that Face/eye wash area is operational and having water running.		1	1	0
	PC18. First aid treatment to handle any injury, cut or sprain while lifting the material		4	1	3
	PC19. Handle the ingredients/material using hand gloves and other safety equipment as directed by organizations safety department		4	1	3
	PC20. Adhere to all safety norms (such as wearing protective gloves and shoes, safety masks etc.)		3	0	3
	PC21. Avoid spillage and in case of spillage occur , follow safety measures as laid down by safety department		4	1	3
	PC22. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		3	0	3
	PC23. Follow the guidance of safety department to contain spillages which may affect the health and safety of self or the environment in the weighing area		4	1	3
	<b>Total</b>		<b>100</b>	<b>40</b>	<b>60</b>

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<b>RSC/N3302 Carry out rubber product assembling and packaging</b>	PC1. Ensure that the tools are clean and ready to use for assembling and packaging	100	3	2	1
	PC2. Check the functioning of the packaging machine.		4	2	2
	PC3. Set parameters for the machine as per the organizational SOP.		3	1	2
	PC4. Inspect the product carefully for any defect		2	1	1
	PC5. Check product dimensions and weight controls		2	1	1
	PC6. Check that OK stamp or release tags are available on the products meant for assembling		3	1	2
	PC7. Ensure availability of chemical/powder for lubrication		2	0	2
	PC8. Ensure the availability of product to be assembled and packed as per the schedule		2	0	2
	PC9. Ensure the availability of packaging material as per the schedule		2	0	2
	PC10. Carry out assembling of products as per the guidelines		3	1	2
	PC11. Use tools and equipment appropriately for assembling products		3	1	2
	PC12. Inspect assembled product for any visual defect		3	1	2
	PC13. Organize for transporting the assembled product to the designated area		3	1	2
	PC14. Record the quantity of the components received for assembling		3	1	2
	PC15. Record the quantity of the assembled product sent to the storage area		3	1	2
	PC16. Record the products rejected due some defect.		3	1	2
	PC17. Achieve the target for assembling per shift efficiently		3	2	1
	PC18. Assembled product stacking is important to avoid any deterioration hence stacking height should be as per SOP for particular assembled product		4	2	2

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	PC19. Report any defect in the product received for assembling to the concerned person		3	2	1
	PC20. Report any problems faced while assembling the components		2	1	1
	PC21. Instruct the helpers to perform the packaging properly as per the guidelines from technical and also ensure customer specific items are checked for compliance		3	1	2
	PC22. Classification of products w.r.t. packaging requirement		3	1	2
	PC23. Perform packing of products as per the requirement such as individual packing, box packing, carton packing etc.		3	1	2
	PC24. Operate and monitor packing machine		3	1	2
	PC25. Allotment of batch/lot number for the packed product		3	1	2
	PC26. Ensure the display of information regarding shelf life and indication of uses on packs		3	1	2
	PC27. Maintain records of packing done per shift :a) quantity of the product received for packaging; b) quantity of the packed material sent to the shipment area ; c) quantity of packaging material used, in stock and required		4	1	3
	PC28. Ensure product differentiation on the basis of different/different colour packaging material and bold identification tags mentioning OK for shipment		3	0	3
	PC29. Inform the concerned person for the storage requirement of packed products		4	1	3
	PC30. Adhere to all safety norms (such as wearing protective gloves, masks and shoes).		2	2	0
	PC31. Comply with health, safety, environment guidelines, regulations etc. in		5	3	2

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Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Skills Theory	Skills Practical
	accordance with international/national standards or organizational standards (SOP)				
	PC32. Carry out disposal of waste material safely as per SOP		8	5	3
	<b>Total</b>		<b>100</b>	<b>40</b>	<b>60</b>
<b>RSC/N3303 Undertake storage of rubber product</b>	PC1 Keep hand tools and equipment used in material handling ready	100	2	1	1
	PC2. Inspect the cleanliness of the storage area		2	0	2
	PC3. Ensure storage area is maintained at appropriate conditions w.r.t temperature, exposure to heat / light and moisture as per the storage requirement for different materials		3	1	2
	PC4. Ensure that the approach path/Aisle from the storage area to the production unit is free and clear of impediments or obstructions		3	2	1
	PC5. Ensure the appropriate storage pin trucks , saddle trucks, liners, skids, gondolas, containers are available		3	2	1
	PC6. Ensure that the rooms for cold storage and any other refrigerated cabins/rooms are available and ready to use ( requirement for certain raw materials to protect from degradation)		3	2	1
	PC7. Ensure FIFO compliance by regular inspection and relocating the material for easy dispatch		2	0	2
	PC8. Check the availability of material, compound mix, semi-finished and finished products to be stored		3	1	2
	PC9. Visual inspection of material, compound mix, semi-finished and finished products to be store		3	1	2

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	PC10. Check the paper document/ written instructions or details received from the relevant departments' end with the material		3	1	2
	PC11. Ensure the completion of loading/unloading of material within the given timeline		2	0	2
	PC12. Perform checking of material based on random selection of the material as per the company's guidelines for the same		2	1	1
	PC13. Inspect for any damage and report the same to the purchase officer/supplier/relevant department		3	1	2
	PC14. Instruct for making the space available for the material		3	1	2
	PC15. Arrange the proper stacking of material		3	1	2
	PC16. Ensure proper identification on each material		3	1	2
	PC17. Indicate proper placement location of the raw material w.r.t the pillar numbers / bin numbers /or other indications to facilitate location of storage		2	1	1
	PC18. Ensure that the quantity of material stored is properly recorded		2	1	1
	PC19. Ensure that the company process for inflow and outflow of raw material from storage area is adhered to		3	2	1
	PC20. Ensure that time delay between the receipt of material requirement and material being sent from the storage area is within limits specified by company		3	1	2
	PC21. Ensure that all the stored material is identified properly with all relevant details		3	1	2
	PC22. Ensure that all materials must have MSDS (Material Safety Data Sheet)		3	1	2
	PC23. Sampling and getting the release done through in house LAB		3	1	2
	PC24. Ensure the availability of the material as per the scheduler		1	0	1

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	PC25. Coordinate with the weighing operator and purchase officer for proper inventory control and facilitate new material procurement		3	1	2
	PC26. Ensure stored materials have tags indicating the age and are constantly moved to facilitate consumption based on FIFO		2	1	1
	PC27. Send the contaminated /off spec /rejected material /component /semi-finished/finished to Red tag Hold Area, report it to /concerned department and ensure its disposal on regular basis at the earliest available time		3	2	1
	PC28. Held up area must be clear of all red tag/hold material as soon as possible to avoid any misuse		3	1	2
	PC29. Ensure the use of certified material handling tools and equipment		2	0	2
	PC30. Get the timely checking of safety tools done (fire extinguisher, spray etc.)		4	2	2
	PC31. Ensure material safety in the storage area from water, oil & grease ,fire, insects, rodents and excessive heat		3	1	2
	PC32. First aid treatment to handle any injury, cut or sprain while lifting the material		3	1	2
	PC33. Handle the ingredients/material using hand gloves and other safety equipment as directed by organizations safety department		3	2	1
	PC34. Adhere to all safety norms (such as wearing protective gloves and shoes, safety masks etc.)		3	1	2
	PC35. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		4	2	2
	PC36. Follow the guidance of safety department to contain spillages which may affect		2	1	1

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Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Skills Theory	Skills Practical
	the health and safety of self or the environment in the weighing area				
	<b>Total</b>		<b>100</b>	<b>40</b>	<b>60</b>
<b>RSC/N3304 Undertake rubber product dispatch activities</b>	PC1. Get the order sheet from the relevant department in writing duly signed by the concerned authority	100	5	2	3
	PC2. Communicate the requirement along with the timeline to the store/finished goods warehouse head		5	2	3
	PC3. Ensure that the proper packaging is done for the respective order		5	2	3
	PC4. Arrange fork lift or tow truck for transporting goods to the transporting vehicle		5	2	3
	PC5. Arrange for the transportation or courier services as per the requirement		5	2	3
	PC6. Inspect the truck/any other carrier of goods for any nails or any protruding objects that might damage the product to be dispatched		5	2	3
	PC7. Ensure that the truck/any other carrier of goods is well covered with tarpaulin to prevent any damage due to heat / moisture		5	2	3
	PC8. Guide the helpers associated for the dispatch of the product		5	2	3
	PC9. Arrange for the trolleys/forklift and other equipment required for moving product from one place to another and for loading on to dispatch vehicle		5	2	3
	PC10. Dispatch order of right product in right quantity through the best mode in the given timeline to the customer with the correct address and contact details		5	2	3
	PC11. Ensure that all customer specific items (such as number of pieces and their identifications complete with all additional items) during dispatch is complied with		5	2	3
	PC12. Ensure to send the proper paper documents (bill, order detail etc.) with the order		5	2	3

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	PC13. Maintain proper record of the details of fulfilled order such as quantity, time, mode, details of the transport used, courier details and charges and of the remaining orders to be delivered		5	2	3
	PC14. Inform the customer as well as the concerned authority of the unit for the completing the dispatch for orders		5	2	3
	PC15. Inform the customer as well as concerned authority for any delay in dispatch		5	2	3
	PC16. Confirm the receiving at customer's end		5	2	3
	PC17. Settlement of any dispute arising out of the order delivery problems w.r.t. time, quantity, packaging, product etc.		5	2	3
	PC18. Knowledge of first aid for handling any injury		5	2	3
	PC19. Adhere to all safety norms (such as wearing protective gloves and masks)		5	2	3
	PC20. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		5	2	3
	<b>Total</b>		<b>100</b>	<b>40</b>	<b>60</b>
<b>RSC/N5001</b>	PC1. Inspect the area while taking into account various surfaces		4	2	2
<b>Carry out housekeeping in rubber product manufactur</b>	PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain		5	2	3
	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		4	2	2
		100			



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<b>ing</b>	surfaces				
	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
	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	

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Total Marks: 800					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Skills Theory	Skills Practical
	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
	<b>Total</b>		<b>100</b>	<b>40</b>	<b>60</b>
<b>RSC/N5002 Carry Out Reporting And Documentation</b>	PC1. Report data/problems/incidents as applicable in a timely manner		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
	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 supervisor		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</b>	PC1. Ensure that total range of checks are regularly and consistently performed	100	7	2	5
	PC2. Use appropriate measuring instruments, equipment, tools,		7	2	5

NSQF QUALIFICATION FILE

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

Compulsory NOS				Marks Allocation	
<b>Total Marks: 800</b>					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Skills Theory	Skills Practical
<b>Quality Checks</b>	accessories etc. ,as required				
	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
	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
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
	<b>Total</b>		<b>100</b>	<b>35</b>	<b>65</b>
<b>RSC/N5004 Carry Out Problem Identification And</b>	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

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<b>Compulsory NOS</b>				<b>Marks Allocation</b>	
<b>Total Marks: 800</b>					
<b>Assessment outcomes</b>	<b>Assessment Criteria for outcomes</b>	<b>Total Marks</b>	<b>Out Of</b>	<b>Skills Theory</b>	<b>Skills Practical</b>
<b>Escalation</b>	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
	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
PC23. Escalate the problem in an appropriate manner		2	1	1	

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<b>Compulsory NOS</b>				<b>Marks Allocation</b>	
<b>Total Marks: 800</b>					
<b>Assessment outcomes</b>	<b>Assessment Criteria for outcomes</b>	<b>Total Marks</b>	<b>Out Of</b>	<b>Skills Theory</b>	<b>Skills Practical</b>
	PC24. Ensure that no delays are caused as a result of failure to escalate problems		3	1	2
	<b>Total</b>		<b>100</b>	<b>45</b>	<b>55</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**

<b>Assistant Operator - Material Handling and Storage</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>
Process	<ul style="list-style-type: none"> <li>• Ensure the proper loading/ unloading, locating in assigned locations, assembling of rubber products, packaging and storage of the material.</li> <li>• Send the approved material to manufacturing by ensuring quality, quantity , FIFO and age limits</li> <li>• Arrange to send the packaged final product as per the delivery order/order sheet to the internal and external customer/s.</li> <li>• Ensuring housekeeping and safety in the work area</li> </ul>	<p>To carry out the process, the person is:</p> <ul style="list-style-type: none"> <li>• Required to keep hand tools, trolleys, chain hoists, scales etc. ready and helpers well informed for carrying out the work in given timeline</li> <li>• Properly check and keep record of the material received and released.</li> <li>• Take appropriate decisions at his level</li> <li>• Carry out execution of the job with no delay and damage</li> <li>• Store the material as per the instructions from technical</li> </ul>	3
Professional knowledge	<ul style="list-style-type: none"> <li>• Knowledge of storage operation / maintenance</li> <li>• Preliminary knowledge and understanding of material safety data of each and every chemical</li> <li>• Knowledge of safety measures to be taken in case of fire, theft, spillage etc.</li> </ul>	<p>The technical knowledge of the person empowers him/her to:</p> <ul style="list-style-type: none"> <li>• Supply the material/product as per the requirement</li> <li>• Inspect for any variation/damage and report the same to the purchase officer/supplier/relevant department</li> </ul>	3

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<b>Assistant Operator - Material Handling and Storage</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>
	<ul style="list-style-type: none"> <li>• Usage of weighing machines</li> <li>• Importance of identifying shortages of material invoiced and receipt</li> <li>• Effect of mishandling the material on cost to the organization.</li> <li>• Knowledge of over aged chemicals and its impact on quality of mixed compounds</li> <li>• Knowledge of impact of FIFO and its effect on traceability and uniformity of mixed compounds</li> <li>• Knowledge of different packaging material</li> <li>• Knowledge of tyre related products such as tubes, flaps and their sizes requirement with respect to tyre sizes being prepared for shipment</li> <li>• Knowledge of proper packaging requirement for dispatch of final product</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the task as per the SOPs</li> <li>• Find out the material/product requirements</li> <li>• Use safety measures to avoid any kind of damage</li> </ul>	
Professional Skill	<ul style="list-style-type: none"> <li>• Take a decision for any change/issue</li> <li>• Use the standard operating procedure as approved by plant management</li> <li>• Apply problem-solving approaches in different situations</li> <li>• Complete the assigned task in timely manner</li> </ul>	<p>To enhance the productivity and efficiency, the person is required to:</p> <ul style="list-style-type: none"> <li>• Identify any issues affecting the material/product during loading/unloading, assembling, packaging and storage</li> <li>• Identify defects in the material and</li> </ul>	3

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<b>Assistant Operator - Material Handling and Storage</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>so that the process is completed in the timeline.</p> <ul style="list-style-type: none"> <li>• Communicate effectively for any delay in supplies.</li> <li>• In case of any complaint, ensure its timely resolution if the problem is emanating at his level</li> </ul>	<p>communicate it at the earliest and suggest improvements (if any) in process/material based on experience</p> <ul style="list-style-type: none"> <li>• Diagnose common problems in the material based on visual inspection and sample check.</li> <li>• Report to the supplier/department head about any repair work required in the carrier(trucks/tankers)/storage devices or request for change in case it is causing any damage to the material</li> </ul>	
Core Skill	<ul style="list-style-type: none"> <li>• Read and understand manuals, health and safety instructions, memos, reports, job cards etc.</li> <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> </ul>	<p>For maintaining coordination and attain growth, the person is expected to:</p> <ul style="list-style-type: none"> <li>• Apply his oral and writing skills for effective communication</li> <li>• Maintain discipline and cordial work environment in the operational area</li> <li>• Encourage learning and be receptive for improvement</li> <li>• Analyse the situation and use problem solving approach for smoother operations</li> <li>• Use time management and human resource management skills for effective</li> </ul>	3



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<b>Assistant Operator - Material Handling and Storage</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>
	<ul style="list-style-type: none"> <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>	<p>execution of tasks</p>	
Responsibility	<ul style="list-style-type: none"> <li>• Supplying correct material to the specified process</li> <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 person, in a way that preserves goodwill and trust</li> <li>• Respond appropriately to any queries</li> <li>• Ensure proper safety in the work area</li> <li>• Proper storage of material</li> <li>• Timely reporting and documentation</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 rectification</li> <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>	3

**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 - Material Handling and Storage is awarded by RCPSPDC only.
Industry Relevance	Qualification Pack for the Assistant Operator - Material Handling and Storage 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 - Material Handling and Storage 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 - Material Handling and Storage 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 Material Handling and Storage Operator 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 - Material Handling and Storage is awarded by RCPSPDC only.

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

## NSQF QUALIFICATION FILE

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**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.

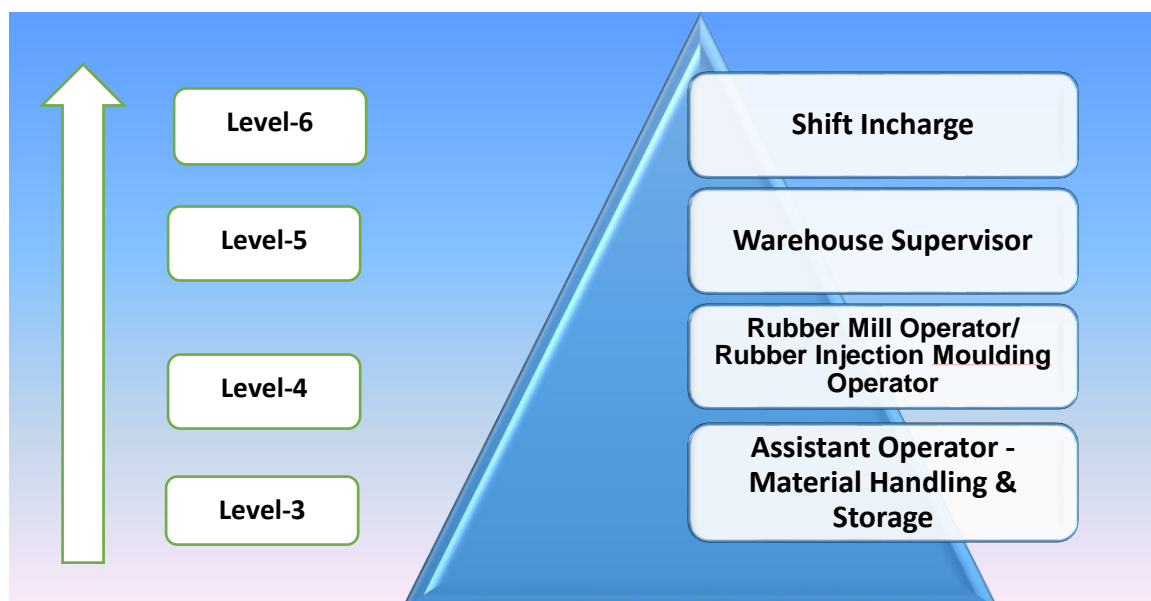
Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

## **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 - Material Handling and Storage, candidate has an option to qualify for Rubber Mill Operator/ Rubber Injection Moulding Operator Job role for Vertical Progression in Material Handling and Storage processes.

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.