

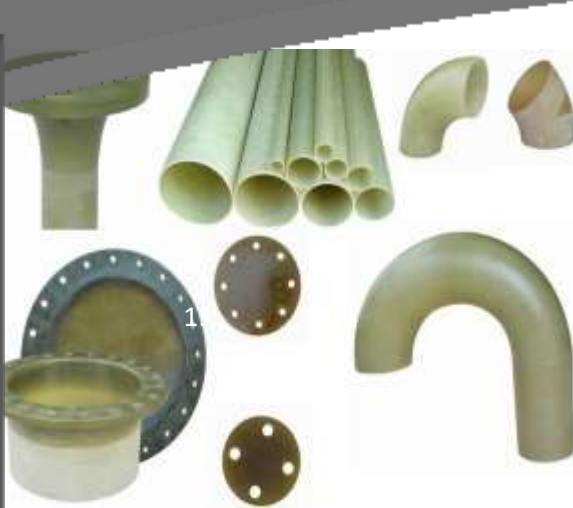
QUALIFICATIONS PACK- OCCUPATIONAL STANDARDS FOR PLASTICS INDUSTRY

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

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Introduction

Qualifications Pack - FRP – Assistant

SECTOR: RUBBER

SUB SECTOR: PLASTICS PROCESSING

OCCUPATION: FIBRE REINFORCED PLASTICS

REFERENCE ID: RSC/Q4813 (CPC/Q1002)

Brief Job Description:

The individual at work place assists in cleaning the tools and tackles, machinery, moulds, materials used in the FRP industries. He/she assists the coworkers and supervisors in maintaining proper records for manufacturing and other activities.

Personal Attributes:

This job requires the individual to work efficiently and effectively in the role. He/she must also demonstrate strong work ethics, courteousness with coworkers, and follow the instructions of the supervisor. He/she should be physically fit, and willing to work in factory environment.

Job Details

Qualifications Pack Code	RSC/Q4813 (CPC/Q1002)		
Job Role	FRP – Assistant		
Credits	TBD	Version number	1.0
Sector	Rubber	Drafted on	18/05/2016
Sub Sector	Plastics Processing	Last reviewed on	26/12/2016
Occupation	Fibre Reinforced Plastics	Next review date	31/12/2021

Job Role	FRP - Assistant
Role Description	The individual at work place assists in cleaning the tools and tackles, machinery, molds, materials used in the FRP industries. He/she assists the coworkers and supervisors in maintaining proper records for the manufacturing and other activities.
NSQF level	2
Minimum Educational Qualifications	V Standard
Maximum Educational Qualifications	-
Prerequisite License or Training	No Previous Training Required
Experience	No Previous Experience Required
Applicable National Occupational Standards (NOS)	<ol style="list-style-type: none"> RSC/N4840 (CPC/N1005): Identification and use of basic tools, materials, mould and machinery. RSC/N 4841 (CPC/N 1006): Understand the job requirements for assisting the operator in manufacturing various type of FRP products through different manufacturing process RSC/N4101 (CPC/N0411): Maintain basic health & safety practices at the workplace, 5S. RSC/N 4842 (CPC/N 1008): Work effectively with other fellow workers to achieve the goals of the organization. RSC/N 4843 (CPC/N 1009): Reading and writing reports. RSC/N4844(CPC/N1010): Assisting for smooth manufacturing operation at the work place.
Performance Criteria	As described in the relevant units

Definitions

Keywords /Terms	Description
Core Skills/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.
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.
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.
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.
Occupational Standards (OS)	OS are Learning Outcomes which apply uniquely in the Indian context
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
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.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack (QP)	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 Qualifications Pack code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications Document.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
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.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for a OS unit, which can be denoted with an 'N'

Acronyms

Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Keywords /Terms	Description
OS	Occupational Standards
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework
NSQF	National Skills Qualifications Framework
OEM	Original Equipment Manufacturer
QP	Qualifications Pack

RSC/N4840 (CPC/N1005) Identification and use of basic tools, materials, mould and machinery

National Occupational Standards



Overview

This unit is about identification and use of basic tools materials, machinery and moulds, associated with the FRP process to complete the job requirement.

RSC/N4840 (CPC/N1005) Identification and use of basic tools, materials, mould and machinery

Unit Code	RSC/N4840 (CPC/N1005)
Unit Title (Task)	Identification and use of basic tools, materials, mould and machinery
Description	This unit describes the job requirement, common hand tools, names & description and the materials, moulds and machinery used in the FRP industry.
Scope	This unit/ task covers the following: <ul style="list-style-type: none"> Handling basic tools, materials, mould and machinery
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Handling basic tools, materials, mould and machinery	<p>The user/ individual on the job must be able to:</p> <p>PC1. identify in consultation with the supervisor the required tools, tackles, equipment and necessary hardware for the job to be carried out.</p> <p>PC2. adhere to the time limits given by the supervisor, check if the required tools tackles equipment and necessary hardware are in proper working condition and match specification as per the job requirement and the list being provided by the supervisor.</p> <p>PC3. identify the types of the materials, moulds and machinery.</p> <p>PC4. assist in operation of various machinery in the shop floor.</p>
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. how to select, identify and use of right tools for right job.</p> <p>KA2. procedure followed for receiving and handling over the tools, raw materials, and consumables.</p> <p>KA3. emergency organizations of specific work place.</p> <p>KA4: different types of products manufactured by the company</p> <p>KA5. company's reporting structure</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of tools, tackles, equipment and hardware required for carrying out jobs pertaining to the manufacturing activities of FRP products on the shop floor.</p> <p>KB2. specific lay out of various work place in the industry.</p> <p>KB3. sequence of assembling/dismantling of equipment at work place</p> <p>KB4. how to identify the damage, defects, cracks or leaks beforehand.</p> <p>KB5. measuring instruments like vernier callipers, micrometers, Thickness gauge.</p> <p>KB6. hazards and safety aspects involved in FRP production and usage of relevant Personal Protective Equipment (PPEs)</p> <p>KB7. operation of various manufacturing machines for FRP industry.</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Reading and Writing Skills
	<p>The individual on the job needs to know and understand how to:</p> <p>SA1. read warnings, instructions and other text material on product labels, components etc.</p> <p>SA2. follow instructions and Standard Operation Procedures (SOP).</p>

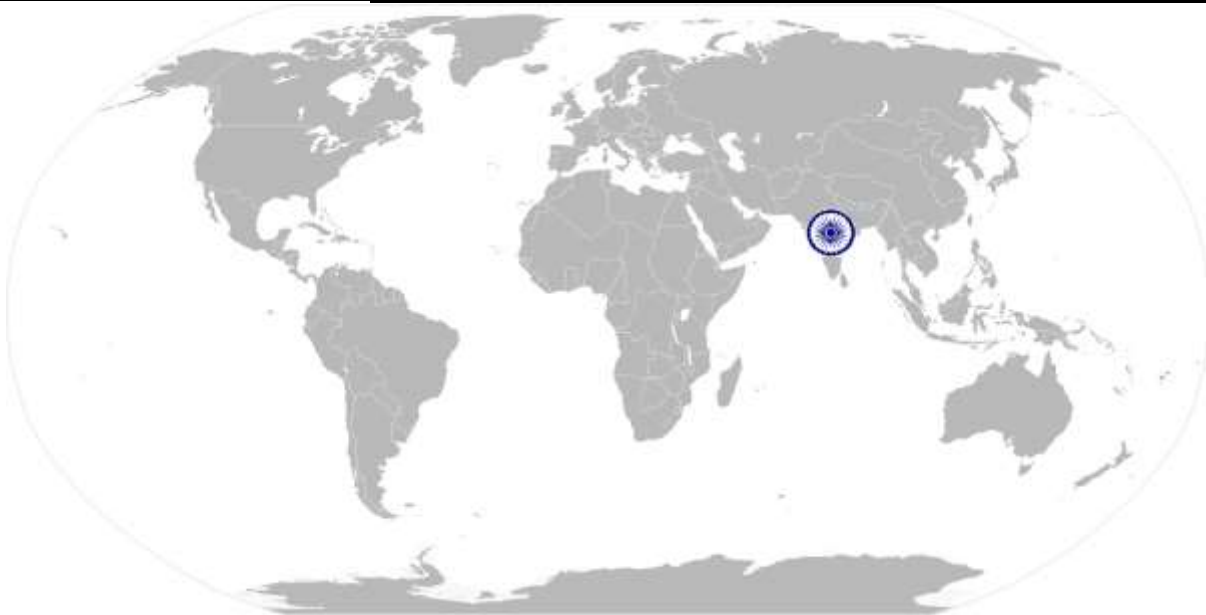
RSC/N4840 (CPC/N1005) Identification and use of basic tools, materials, mould and machinery

	<p>SA3. create small notes/ work documents for supervisor related to operation.</p> <p>SA4. read equipment manuals and process documents given by the equipment supplier to under</p> <p>SA5. read instructions especially safety instructions and symbols while using the equipment in the plant area</p>
	<p>Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. understand about operational requirements effectively.</p> <p>SA7. answer the queries raised by the operating team as well as others.</p> <p>SA8. communicate with the supervisor related to the work expectation, timeliness and schedule for completion of the assigned job.</p> <p>SA9. listen to the queries and grievances raised by the operative team and comprehend the information given by the speaker.</p> <p>SA10. avoid using jargon, slang or acronyms when communicating with a supervisor/ fellow subordinates etc. unless it is required</p> <p>SA11. maintain integrity with respect to company property and time.</p> <p>SA12. communicate with people in a polite manner using respectful language.</p> <p>SA13. resolve difficulties in relationship with colleagues amicably.</p> <p>SA14. avoid absenteeism and maintain quality of work.</p> <p>SA15. work in a disciplined environment and adhere to working norms of the organization.</p> <p>SA16. be punctual and adhere to timeliness.</p>
B. Professional Skills	<p>Time Management</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. prioritize & execute task within the scheduled time limit.</p>

RSC/N4840 (CPC/N1005) Identification and use of basic tools, materials, mould and machinery

NOS Version Control

NOS Code	RSC/N4840 (CPC/N1005)		
Credits	TBD	Version number	1.0
Sector	Rubber	Drafted on	18/05/2016
Sub Sector	Plastics Processing	Last reviewed on	26/12/2016
Occupation	Fibre Reinforced Plastics	Next review date	31/12/2021



RSC/N4840 (CPC/N1006): Understand the job requirements for assisting the operator for manufacturing various FRP products by different manufacturing process.



National Occupational Standards

Overview

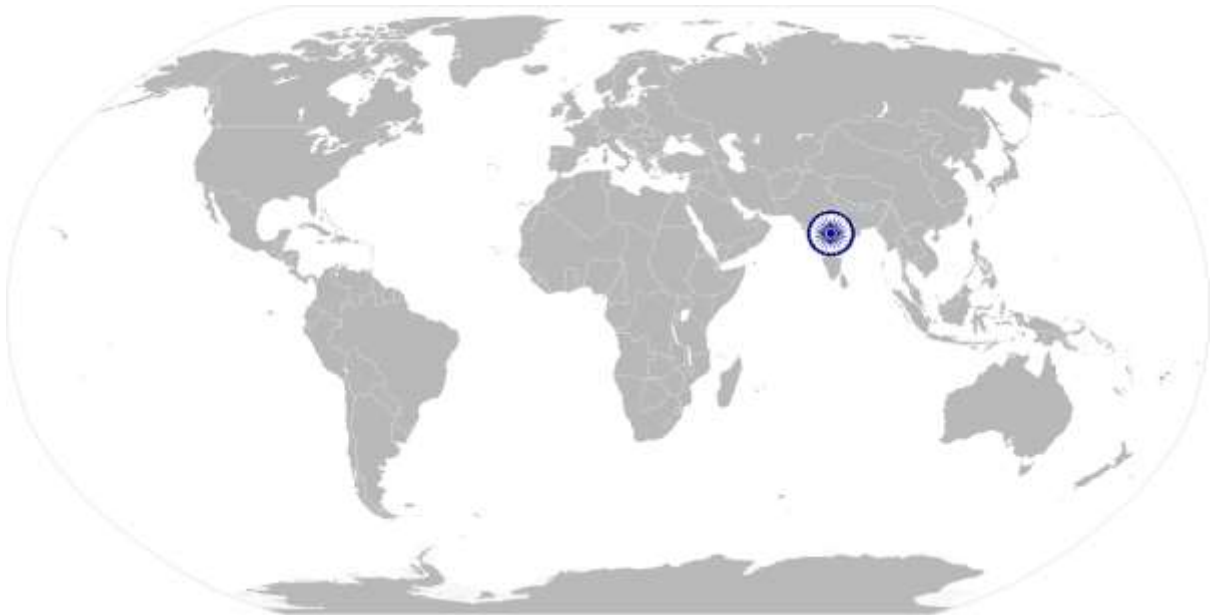
This unit is about understanding the job requirement, to carry out different types of processes involved in manufacturing FRP products and to assist the operating team.

RSC/N4841 (CPC/N1006) : Understand the job requirements for assisting the operator for manufacturing various FRP products by different manufacturing process.

National Occupational Standards	Unit Code	RSC/N4841 (CPC/N1006)
	Unit Title (Task)	Understand the job requirements for assisting the operator for manufacturing various FRP products by different manufacturing process
	Description	This unit is about understanding the job requirements, to carry out different types of processes, to manufacture FRP products and to assist the operating team.
	Scope	The unit/task covers the following <ul style="list-style-type: none"> Assisting and helping the manufacturing team in the FRP industries
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Assisting and helping the manufacturing team in the FRP industries	The user/ individual on the job must be able to: PC1. collect the right type of material from the storage location and carry safely to the work place. PC2. arrange properly the measured quantity of resin and chemicals as instructed by the supervisor. PC3. prepare the mould and machinery as instructed by the operator for manufacturing. PC4. operate the machine and follow the established guidelines to complete the manufacturing process.
	Element	Knowledge and Understanding
	A. Organizational Context	The user/individual on the job needs to know and understand: KA1. safety policy of the organization. KA2. cost and loss to the company by mishandling of materials. KA3. chemical storage shelf life of different types of material. KA4. requirement of environmental conditions for safe storage.
	B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. material requirement for specific product. KB2. process knowledge. KB3. weight and dimension of products manufactured by the industry.
Skills (S) [Optional]		
A. Core Skills/ Generic Skills	Writing & Reading Skills	
	The user/ individual on the job needs to know and understand how to: SA1. read the material requisition slip and collect proper grade of material. SA2. write log book in terms of production quantity. SA3. write material received and used details on daily basis. SA6. read the safety instructions as mentioned in the raw material packets/ containers. SA8. read instructions especially safety instructions especially symbols while using the materials.	
	Oral Communication (Listening and Speaking skills)	
	The user/individual on the job needs to know and understand how to: SA9. listen carefully to the instructions given by the operators/supervisor.	

RSC/N4841 (CPC/N1006) : Understand the job requirements for assisting the operator for manufacturing various FRP products by different manufacturing process.

B. Professional Skills	Safety in Material Handling
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA10. handle all types of resins/fibre and chemicals safely as specified in operating procedures/ packing details.</p> <p>SA11. follow precautionary measures to avoid pilferage, spilling and theft or misuse of materials in any form</p>



RSC/N4841 (CPC/N1006) : Understand the job requirements for assisting the operator for manufacturing various FRP products by different manufacturing process.

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NOS Code	RSC/N4841 (CPC/N1006)		
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Sector	Rubber	Drafted on	18/05/2016
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Occupation	Fibre Reinforced Plastics	Next review date	31/12/2021



RSC/N4101 (CPC/N0411): Maintain basic health and safety practices at the workplace, 5S

National Occupational Standards



Overview

This unit is about understanding the importance of safety, health and environment aspect involved in manufacturing FRP products.

RSC/N4101 (CPC/N0411): Maintain basic health and safety practices at the workplace, 5S

National Occupational Standards	Unit Code	RSC/N4101 (CPC/N0411)
	Unit Title (Task)	Maintain basic health and safety practices at the workplace, 5S
	Description	<p>This unit is about knowledge and practices relating to health, safety and security that candidates need to use in the workplace. It covers responsibilities towards self, others, assets and the environment.</p> <p>It includes understanding of risks & hazards in the workplace, along with common techniques to minimize risk, deal with accidents, emergencies etc. It covers knowledge of fire safety, common first aid applications and safe practice.</p> <p>This unit about ensuring all 5S activities both at the shop floor and the office area to facilitate increase in work productivity.</p>
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Health and safety procedure. • Fire safety procedure. • Emergencies, rescue and first aid procedures. • Ensure sorting, stream lining, storage and documentation, cleaning, standardization and sustenance across the plant premises of the organization.
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Health and safety	<p>The user/ individual on the job must be able to:</p> <p>PC1. wear protective clothing/equipment for specific tasks and work conditions</p> <p>PC2. carry out safe working practices while dealing with hazards to ensure the safety of Self and others.</p> <p>PC3. apply good housekeeping practices at all times</p>
	Fire safety	<p>The user/ individual on the job must be able to:</p> <p>PC4. use the various appropriate fire extinguishers on different types of fires correctly</p> <p>PC5. demonstrate rescue techniques applied during fire hazard, demonstrate good housekeeping in order to prevent fire hazards, demonstrate the correct use of a fire extinguisher.</p>
	Identify and report the risks identified	<p>The user/ individual on the job must be able to:</p> <p>PC6. identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals, loud noise, and identify areas in the plant which are potentially hazardous / unhygienic in nature. Conduct regular checks with support of the maintenance team on machine health to identify potential hazards due to wear and tear of machine.</p> <p>PC7. inform the concerned authorities on the potential risks identified in the processes, workplace area/ layout, materials used etc., Inform the concerned authorities about machine breakdowns, damages which can potentially harm man/ machine during operations.</p>

RSC/N4101 (CPC/N0411): Maintain basic health and safety practices at the workplace, 5S

	<p>PC8. create awareness amongst others by sharing information on the identified risks.</p>
<p>Ensure sorting</p>	<p>The user/ individual on the job must be able to:</p> <p>PC9. follow the sorting process and check that the tools, fixtures & jigs that are lying on workstations are the ones in use and unnecessary items are not cluttering the workbenches or work surfaces.</p> <p>PC10. segregate waste in hazardous/ non hazardous waste categories as per the sorting work instructions</p> <p>PC11. follow the technique of waste disposal and waste storage in the proper bins as per SOP</p> <p>PC12. segregate the items which are labeled as red tag items for the process area and keep them in the correct places</p> <p>PC13. sort the tools/ equipment/ fasteners/ spare parts as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/ work instructions</p> <p>PC14. check if the areas of material storage are not overflowing</p> <p>PC15. check if the various types of boxes and containers are properly stacked as per the size/ utility to avoid any fall of items/ breakage and also enable easy sorting when required</p> <p>PC16. return of extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area</p> <p>PC17. follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards</p>
<p>Ensure proper documentation and storage(organizing, streamlining)</p>	<p>The user/ individual on the job must be able to:</p> <p>PC18. follow the proper labelling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists</p> <p>PC19. check if the items in the respective areas have been identified as broken or damaged</p> <p>PC20. follow the given instructions and check for labelling of fluids, oils, lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc.</p> <p>PC21. check if all material and tools are stored in the designated places and in the manner indicated in the 5S instructions</p>
<p>Knowledge and Understanding (K)</p>	
<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. relevant standards, procedures and policies related to health, safety and environment followed in the company</p> <p>KA2. the emergency handling procedures & hierarchy for escalation</p>

RSC/N4101 (CPC/N0411): Maintain basic health and safety practices at the workplace, 5S

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. safety procedures (fire fighting, first aid) within the organization</p> <p>KB2. various types of PPEs and their usage</p> <p>KB3. the risks/hazards associated with each occupation in the organization</p> <p>KB4. the importance of personal hygiene and how an individual contribute towards creating a highly safe and clean working environment the individual on the job</p> <p>KB5. the meaning of “hazards” and “risks”</p> <p>KB6. the health and safety hazards commonly present in the work environment and related precautions</p> <p>KB7. the possible causes of risk, hazard or accident in the workplace and why risk and/or accidents are possible</p> <p>KB8. the possible causes of risk and accident (due to oil leakage)</p> <p>KB9. methods of accident prevention</p> <p>KB9. safe working practices when working with tools and machines</p> <p>KB10. safe working practices while working at various hazardous sites</p> <p>KB11. where to find all the general health and safety equipment in the workplace</p> <p>KB12. various dangers associated with the use of electrical equipment</p> <p>KB13. preventative and remedial actions to be taken in the case of exposure to toxic materials</p> <p>KB14. the Importance of using protective clothing/equipment while working</p> <p>KB15. precautionary activities to prevent the fire accident</p> <p>KB16. various causes of fire</p> <p>KB17. techniques of using the different fire extinguishers</p> <p>KB18. different methods of extinguishing fire</p> <p>KB19. different materials used for extinguishing fire</p> <p>KB20. rescue techniques applied during a fire hazard</p> <p>KB21. various types of safety signs and what they mean</p> <p>KB22. appropriate basic first aid treatment relevant to the condition e.g. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries</p> <p>KB23. the content of written accident report</p> <p>KB24. potential injuries and ill health associated with incorrect manual handling</p> <p>KB25. safe lifting and carrying practices</p> <p>KB26. personal safety, health and dignity issues relating to the movement of a person by others</p> <p>KB27. potential impact to a person who is moved incorrectly</p> <p>KB28. 5S procedures</p> <p>KB29. various types 5S practices followed in various areas</p> <p>KB30. the 5S checklists provided in the department/ team</p> <p>KB31. how to identify useful & non useful items</p> <p>KB32. labels , signs & colours used as indicators</p> <p>KB33. how to sort and store various types of tools, equipment, material etc.</p> <p>KB34. how to identify various types of waste products</p> <p>KB35. the impact of waste/ dirt/ dust/unwanted substances on the process/ environment/ machinery/ human body.</p> <p>KB36. best ways of cleaning & waste disposal</p>
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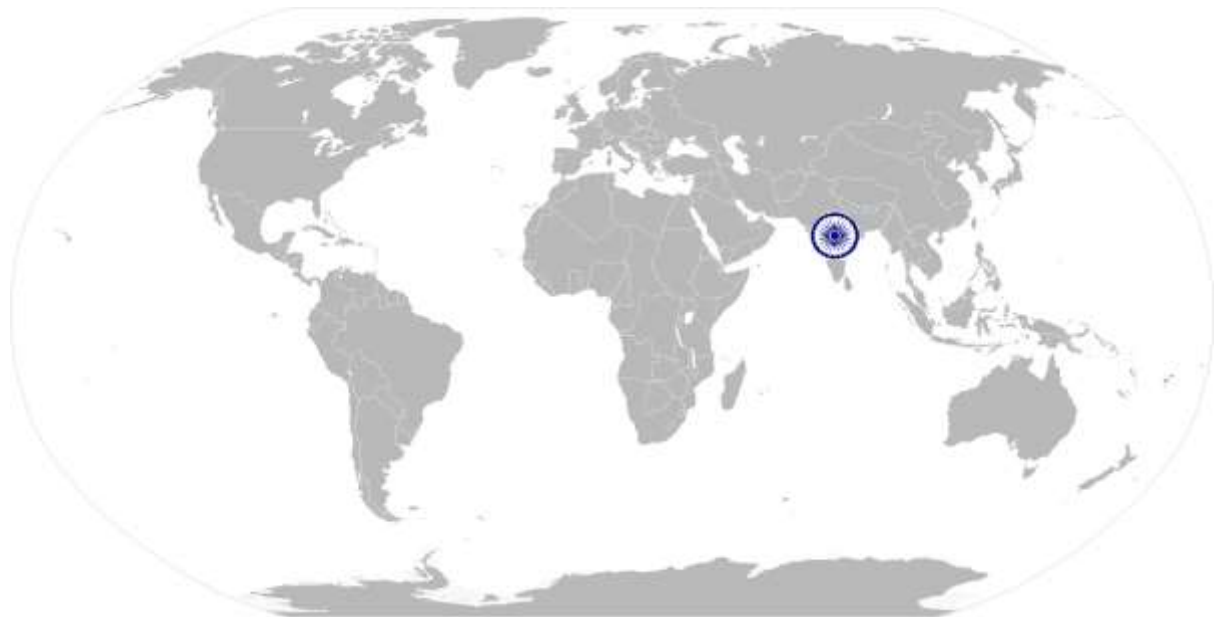
RSC/N4101 (CPC/N0411): Maintain basic health and safety practices at the workplace, 5S

Skills (S) [Optional]	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. understand basic level notes and observations.
	Reading Skills
	The user/individual on the job needs to know and understand about the: SA2. safety instructions put up across the plant premises SA3. safety precautions mentioned in equipment manuals and panels and understand the potential risks associated
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. effectively communicate information to team members SA5. inform employees in the plant and concerned functions about events, incidents & potential risks observed related to safety, health and environment. SA6. question operator/ supervisor in order to understand the safety related issues SA7. attentively listen with full attention and comprehend the information given by the speaker during safety drills and training programs
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. process the work order and jobs received from the internal customers. SB2. design documents received from internal customers SB3. understand & organize all process/ equipment manuals so that sorting out information is fast.
B. Professional Skills	Judgment and Critical Thinking
	The user/individual on the job needs to know and understand how to: SB4. use common sense and make judgments during day to day basis SB5. use intuition to detect any potential problems which could arise during operations
	Desire to learn and take initiatives
	The user/individual on the job needs to know and understand how to: SB6. follow instructions and work on areas of improvement identified SB7. complete the assigned tasks with minimum supervision SB8. complete the job defined by the supervisor within the timelines and quality norms

RSC/N4101 (CPC/N0411): Maintain basic health and safety practices at the workplace, 5S

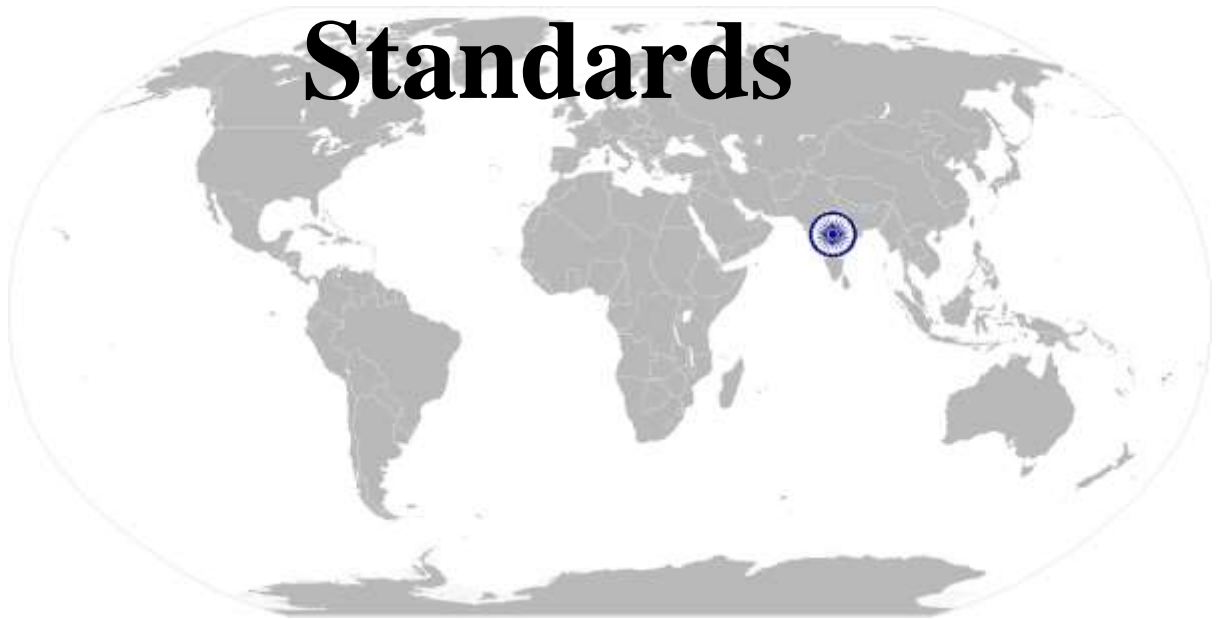
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NOS Code	RSC/N4101 (CPC/N0411)		
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Sub Sector	Plastics Processing	Last reviewed on	26/12/2016
Occupation	Fibre Reinforced Plastics	Next review date	31/12/2021



RSC/N4841 (CPC/N1008): Work effectively with other fellow workers to achieve the goals of the organization

National Occupational Standards



Overview

This unit is about working effectively with co workers

RSC/N4842 (CPC/N1008): Work effectively with other fellow workers to achieve the goals of the organization

Unit Code		RSC/N4842 (CPC/N1008)
Unit Title (Task)		Work effectively with other fellow workers to achieve the goals of the organization
Description	This unit is about effectively working with other workers to achieve the goals of the organisation.	
Scope	This unit / task covers the following: <ul style="list-style-type: none"> • Effective working with others. • Extend necessary help before and after the job. 	
Performance Criteria (PC) w.r.t. the Scope		
Element	Performance Criteria	
Effective working with others.	The user/ individual on the job must be able to: PC1. demonstrate responsible & disciplined behaviour at the workplace. PC2. receive information and instructions from the supervisor and fellow workers and get clarification where required. PC3. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks.	
Extend necessary help before and after the job.	The user/ individual on the job must be able to: PC4. assist the operator in operation of the machine by providing necessary material and following instructions to complete the process. PC5. extend necessary help for smooth and timely completion of the job and check the work place is clean before starting the job. PC6. extend help to dismantle, assemble and carry out maintenance activities required at the work place and oil and grease the parts of the equipment post completion of the job.	
Knowledge and Understanding (K) w.r.t. the scope		
Element	Knowledge and Understanding	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. safety policy of the company. KA2. emergency organization of the specific work site. KA3. risk and impact of not following defined procedures/work instructions.	
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. different type tools, tackles, equipment and hardware required for carrying out jobs for manufacturing of different products. KB2. specific layout of various work places. KB3. sequence of various dismantling / assembling of equipment at job site. KB4. how to visually identify damage, defects, cracks and leaks beforehand.	

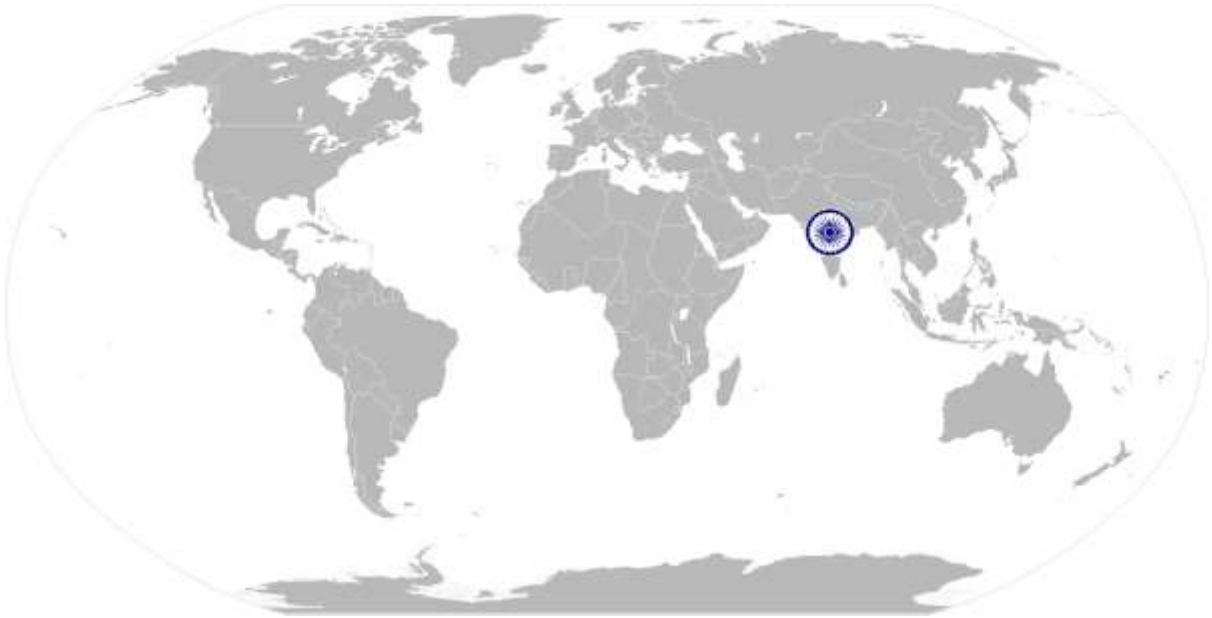
RSC/N4842 (CPC/N1008): Work effectively with other fellow workers to achieve the goals of the organization

Skills (S)w.r.t. the scope	Skills
Element	Skills
A. Core Skills/ Generic Skills	Reading and Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. read work instructions and Standard Operation Procedures (SOP)</p> <p>SA2. create small notes/work documents for supervisor related to operation.</p> <p>SA3. read business correspondence e.g. internal memos, circular etc.</p> <p>SA4. read equipment manuals and process documents given by the equipment supplier to understand the equipment and working processes.</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. understand the operational requirements.</p> <p>SA6. answer the queries raised by the operative team as well as others.</p> <p>SA7. communicate with the supervisor about work expectations, timelines and schedule for completion of the assigned job.</p> <p>SA8. listen to the queries and grievances raised by the operative team and comprehend the information given by the speaker.</p>
B. Professional Skills	Integrity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. maintain integrity with respect to company property and time.</p> <p>SB2. communicate with people in a polite manner using respectful language.</p> <p>SB3. resolve difficulties in relation with colleagues amicably.</p>
	Reliability
	<p>The user/ individual on the jobs needs to know and understand how to:</p> <p>SB4. avoid absenteeism and maintain quality of work.</p> <p>SB5. work in a disciplined environment and adhere to working norms of the organization.</p> <p>SB6. be punctual and adhere to timelines.</p>
	Time management
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. prioritize and execute tasks within the scheduled time limits.</p>

RSC/N4842 (CPC/N1008): Work effectively with other fellow workers to achieve the goals of the organization

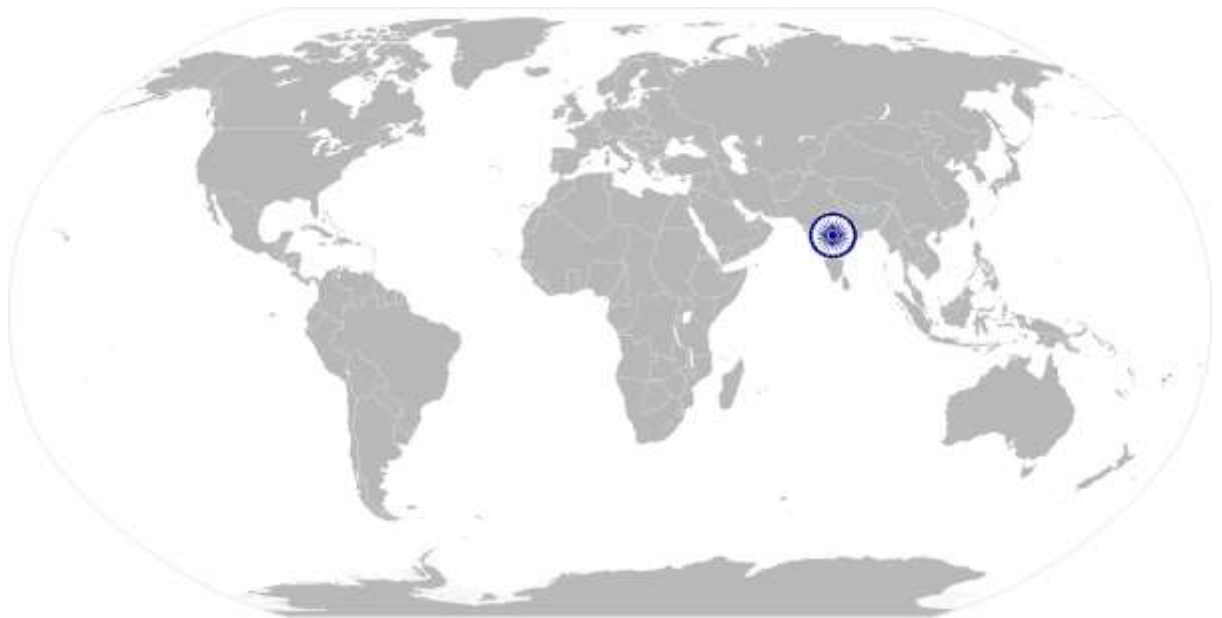
NOS Version Control

NOS Code	RSC/N4842 (CPC/N1008)		
Credits	TBD	Version number	1.0
Sector	Rubber	Drafted on	18/05/2016
Sub Sector	Plastics Processing	Last reviewed on	26/12/2016
Occupation	Fibre Reinforced Plastics	Next review date	31/12/2021



RSC/N4843 (CPC/N1009): Reading & writing reports

National Occupational Standards



Overview

This unit is about applying basic reading and writing skills for maintaining reports.

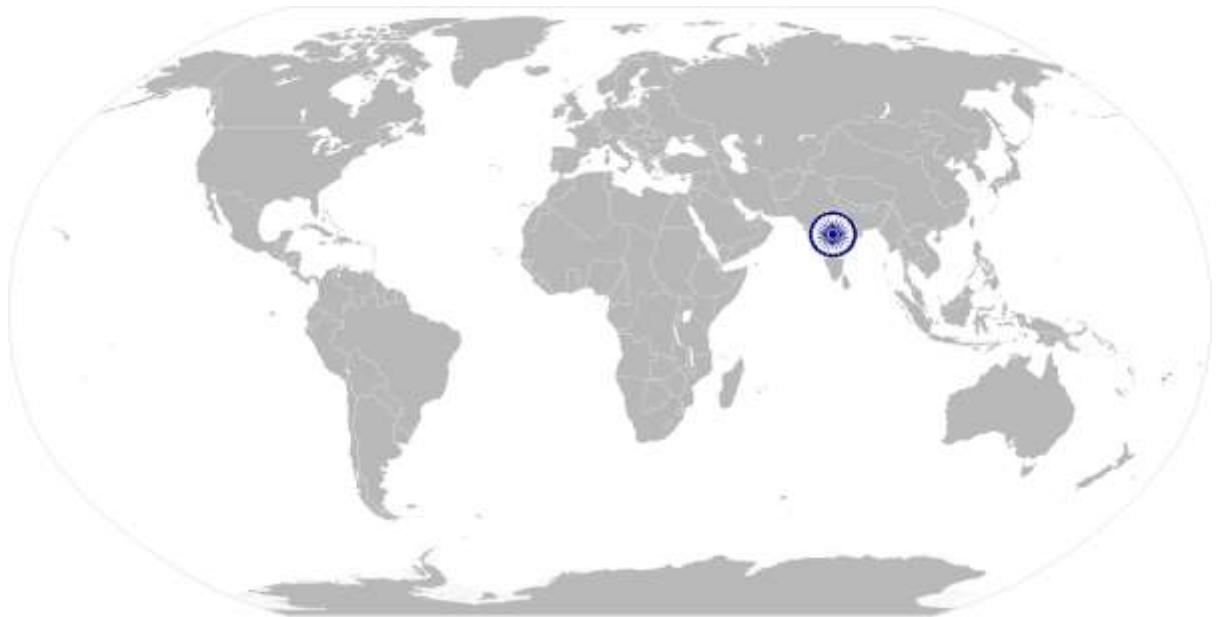
RSC/N4843 (CPC/N1009): Reading & writing reports

Unit Code	RSC/N4843 (CPC/N1009)
Unit Title (Task)	Reading & writing reports
Description	This unit is about understanding the need of reading and writing skills required for day to day activities in the industry.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Develop the skills of reading and writing Maintenance and retrieval of the reports
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Develop the skills of reading and writing	The user/ individual on the job must be able to: PC1. read the reports in English or any vernacular language. PC2. interpret these reports and understand its importance. PC3. fill up the reports in time.
Maintenance and retrieval of the reports	The user/ individual on the job must be able to: PC4. file the reports and formats in proper location. PC5. retrieve and produce the specific reports/files for the supervisor as and when required. PC6. maintain the files in an orderly manner in safe locations.
Knowledge and Understanding (K)w.r.t. the scope	
Element	Knowledge and Understanding
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. language of reading and writing used by industry as per location. KA2. maintain files and reports in such a way so as to protect the secrecy and confidentiality of the contents.
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. how to read and write. KB2. industrial symbols and their meaning.
Skills (S)w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. write basic level notes and observations
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read safety instructions put up across the plant premises SA3. read safety precautions mentioned in equipment manuals and panels to understand the potential risks associated
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand how to: SA4. effectively communicate information to team members SA5. inform employees in the plant and concerned functions about events, incidents & potential risks observed related to safety	
B. Professional Skills	Plan & Organize
	The user/individual on the job needs to know and understand how to: SB1. plan & organize work schedule.

RSC/N4843 (CPC/N1009): Reading & writing reports

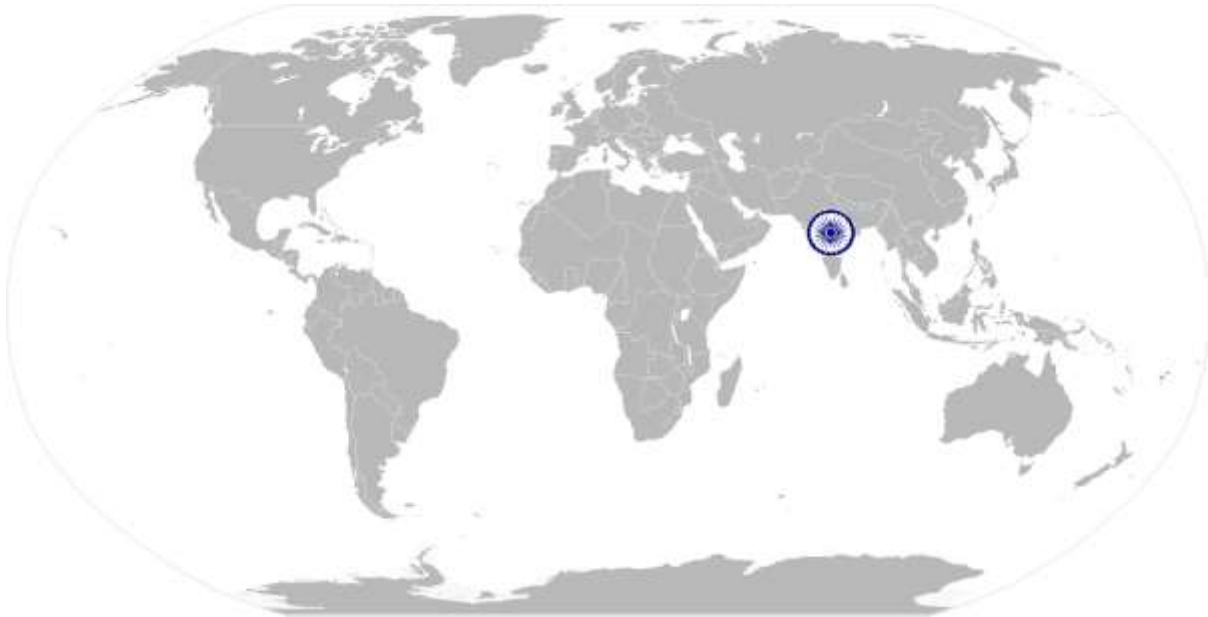
NOS Version Control

NOS Code	RSC/N4843 (CPC/N1009)		
Credits	TBD	Version number	1.0
Sector	Rubber	Drafted on	18/05/2016
Sub Sector	Plastics Processing	Last reviewed on	26/12/2016
Occupation	Fibre Reinforced Plastics	Next review date	31/12/2021



RSC/N4844 (CPC/N1010): Assisting for smooth operation at the work place

National Occupational Standards



Overview

This unit is about assisting supervisor / operators for smooth operation at work place.

RSC/N4844 (CPC/N1010): Assisting for smooth operation at the work place

Unit Code	RSC/N4844 (CPC/N1010)
Unit Title (Task)	Assisting for smooth operation at the work place
Description	This unit is about assisting, supervisors/operators for smooth operation at various job at the work place.
Scope	This unit / task covers the following: <ul style="list-style-type: none"> • Provide necessary assistance for performing job at site with respect to tools, tackles, equipment and hardware. • Extend the necessary assistance before starting the activity till job completion.
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Provide necessary assistance for performing job at site with respect to tools, tackles, equipment and hardware	The user/ individual on the job must be able to: PC1. inspect the work place to identify types of tools, tackles and hardware required for the job and check if the work site is clear from all obstructions. PC2. check the availability of tools, tackles and hardware required for the job and ensure they are fit and ready for use. PC3. identify the required tools, tackles and hardware required for any particular job.
Extend the necessary assistance before starting the activity till job completion	The user/ individual on the job must be able to: PC4. extend necessary assistance for smooth and timely completion of the job and check if the work place is clean before starting the job. PC5. assist in dismantling, assembling and carrying out maintenance activities required at the work place and oil and grease the parts of the equipment post completion of the job. PC6. identify the tools, tackles and hardware to be carried back to department /store and inform supervisor on completion of the assigned job.
Knowledge and Understanding (K) w.r.t. the scope	
Element	Knowledge and Understanding
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. safety policy of the company. KA2. emergency organization of the specific work site. KA3. risk and impact of not following defined procedures/work instructions.
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. different type of tools, tackles, equipment and hardware required for carrying out jobs for manufacturing of different products. KB2. specific layout of various work places. KB3. sequence of various dismantling / assembling of equipment at job site. KB4. how to check visually and identify damage, defects, cracks or leaks.

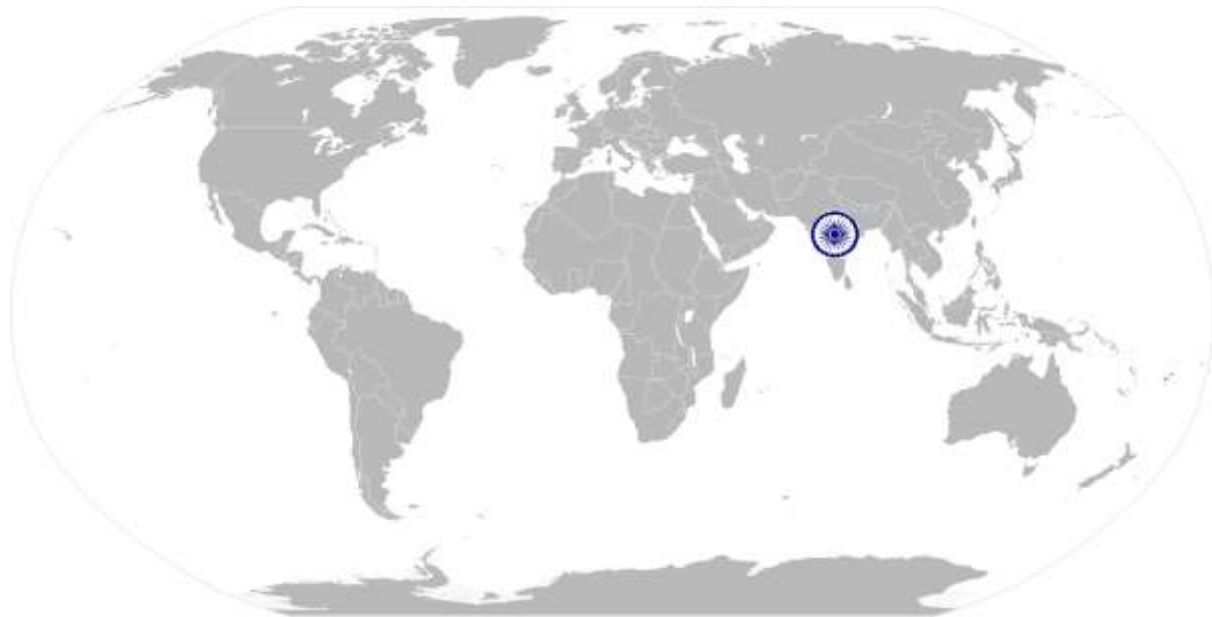
RSC/N4844 (CPC/N1010): Assisting for smooth operation at the work place

Skills (S)w.r.t. the scope	Skills
Element	Skills
A. Core Skills/ Generic Skills	Reading and Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. read work instructions and Standard Operation Procedures (SOP)</p> <p>SA2. create small notes/work documents for supervisor related to operation.</p> <p>SA3. read business correspondence e.g. internal memos, circular etc.</p> <p>SA4. read equipment manuals and process documents given by the equipment supplier to understand the equipment and working processes.</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. understand about operational requirements.</p> <p>SA6. answer the queries raised by the operative team as well as others.</p> <p>SA7. communicate with the supervisor about work expectations, timelines and schedule for completion of the assigned job.</p> <p>SA8. listen with full attention the queries and grievances raised by the operative team and comprehend the information given by the speaker.</p>
B. Professional Skills	Integrity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. maintain integrity with respect to company property and time.</p> <p>SB2. communicate with people in a polite manner using respectful language.</p> <p>SB3. resolve difficulties in relationships with colleagues amicably.</p>
	Reliability
	<p>The user/ individual on the jobs needs to know and understand how to:</p> <p>SB4. avoid absenteeism and maintain quality of work.</p> <p>SB5. work in a disciplined environment and adhere to working norms of the organization.</p> <p>SB6. be punctual and adhere to timelines.</p>
	Time management
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. prioritize and execute tasks within the scheduled time limits.</p>

RSC/N4844 (CPC/N1010): Assisting for smooth operation at the work place

NOS Version Control

NOS Code	RSC/N4844 (CPC/N1010)		
Credits	TBD	Version number	1.0
Sector	Rubber	Drafted on	18/05/2016
Sub Sector	Plastics Processing	Last reviewed on	26/12/2016
Occupation	Fibre Reinforced Plastics	Next review date	31/12/2021



Qualifications Pack for FRP Assistant

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Machine Operator Assistant – Plastics Processing

Qualification Pack Coders/Q4813 (CPC/Q0103)

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 laydown 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 centre (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre 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 unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Assessable outcomes		Assessment criteria for the outcome		
NOS	Assessable outcome Description	Total	Theory	Practical
RSC/N 4840 (CPC/N 1005): Identification and use of basic tools, materials, Mould and machinery.	PC1. identify in consultation with the supervisor the required tools, tackles, equipment and necessary hardware for the job to be carried out.	12	3	9
	PC2. adhere to the time limits given by the supervisor, check if the required tools tackles equipment and necessary hardware are in proper working condition and match specification as per the job requirement and the list being provided by the supervisor.	12	3	9
	PC3. identify the types of the materials, moulds and machinery.	8	2	6
	PC4. assist in operation of various machinery in the shop floor.	8	2	6
	Sub Total		40	10
RSC/N 4841 (CPC/N 1006) : Understand the job requirements for assisting the operator for manufacturing various FRP products by different manufacturing	PC1. collect the right type of material from the storage location and carry safely to the work place.	8	2	6
	PC2. arrange properly the measured quantity of resin and chemicals as instructed by the supervisor.	12	3	9
	PC3. prepare the mould and machinery as instructed by the operator for manufacturing.	8	2	6
	PC4. operate the machine and follow the established guidelines to complete the	12	3	9

Qualifications Pack for FRP Assistant

process	manufacturing process.			
	Sub Total	40	10	30
RSC/N4101 (CPC/N0411): Maintain basic Health & safety practices at the workplace, 5S.	PC1. wear protective clothing/equipment for specific tasks and work conditions	2.5	0.5	2
	PC2. carry out safe working practices while dealing with hazards to ensure the safety of self and others.	2.5	0.5	2
	PC3. apply good housekeeping practices at all times	2.5	0.5	2
	PC4. use the various appropriate fire extinguishers on different types of fires correctly	2.5	0.5	2
	PC5. demonstrate rescue techniques applied during fire hazard, demonstrate good housekeeping in order to prevent fire hazards, demonstrate the correct use of a fire extinguisher.	2.5	0.5	2
	PC6. identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals, loud noise, and Identify areas in the plant which are potentially hazardous/unhygienic in nature. Conduct regular checks with support of the maintenance team on machine health to identify potential hazards due to wear and tear of machine.	2.5	0.5	2
	PC7. inform the concerned authorities on the potential risks identified in the processes, workplace area/ layout, materials used etc., Inform the concerned authorities about machine breakdowns, damages which can potentially harm man/ machine during operations.	2.5	0.5	2
	PC8. create awareness amongst other by sharing information on the identified risks.	2.5	0.5	2
	PC9. follow the sorting process and check that the tools, fixtures & jigs that are lying on workstations are the ones in use and unnecessary items are not cluttering the workbenches or work surfaces.	2.5	0.5	2
	PC10. segregate waste in hazardous/ non hazardous waste categories as per the sorting work instructions	2.5	0.5	2

Qualifications Pack for FRP Assistant

	PC11. follow the technique of waste disposal and waste storage in the proper bins as per SOP	1.5	0.5	1
	PC12. segregate the items which are labeled as red tag items for the process area and keep them in the correct places	1.5	0.5	1
	PC13. sort the tools/ equipment/ fasteners/ spare parts as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/ work instructions	1.5	0.5	1
	PC14. check if that areas of material storage areas are not overflowing PC15. check if the various types of boxes and containers are properly stacked as per the size/ utility to avoid any fall of items/ breakage and also enable easy sorting when required	1.5	0.5	1
	PC16. return the extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area	1.5	0.5	1
	PC17. follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards.	1.5	0.5	1
	PC18. follow the proper labelling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists	1.5	0.5	1
	PC19. check if the items in the respective areas have been identified as broken or damaged	1.5	0.5	1
	PC20. follow the given instructions and check for levelling of fluids, oils, lubricants, solvents, chemicals etc. and proper storage of the same To avoid spillage, leakage, fire etc.	1.5	0.5	1
	PC21. check if all material and tools are stored in the designated places and in the manner indicated in the 5S instructions.	1.5	0.5	1
	Sub Total	40	10	30
RSC/N 4842 (CPC/N 1008) : Work effectively with other fellow workers to achieve	PC1. demonstrate responsible & disciplined behaviour at the workplace.	4	1	3
	PC2. receive information and instructions from the supervisor and fellow workers and get clarification where	4	1	3

Qualifications Pack for FRP Assistant

the goals of the organization	required.			
	PC3. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks.	6	2	4
	PC4. assist the operator in operation of the machine by providing necessary material and following instructions to complete the process.	6	2	4
	PC5. extend necessary help for smooth and timely completion of the job and check the work place is clean before starting the job.	4	1	3
	PC6. extend help to dismantle, assemble and carry out maintenance activities required at the work place and oil and grease the parts of the equipment post completion of the job.	6	1	5
	Sub Total	30	8	22
RSC/N 4843 (CPC/N 1009) : Reading & Writing Reports	PC1. read the reports in English or any vernacular language.	4	1	3
	PC2. interpret these reports and understand its importance.	4	1	3
	PC3. fill up the reports in time.	5	1	4
	PC4. file the reports and formats in proper location.	4	1	3
	PC5. retrieve and produce the specific reports/files for the supervisor as and when required.	4	1	3
	PC6. maintain the files in an orderly manner in safe locations.	4	1	3
Sub Total	25	6	19	
RSC/N 4844 (CPC/N 1010) : Assisting for smooth operation at the work place	PC1. inspect the work place to identify types of tools, tackles and hardware required for the job and check if the work site is clear from all obstructions.	4	1	3
	PC2. check the availability of tools, tackles and hardware required for the job and ensure they are fit and ready for use.	4	1	3
	PC3. identify the required tools, tackles and hardware required for any particular job	5	1	4
	PC4. extend necessary assistance for smooth and timely completion of the job and check if the work place is clean before starting the job.	4	1	3

Qualifications Pack for FRP Assistant

	PC5. assist in dismantling, assembling and carrying out maintenance activities required at the work place and oil and grease the parts of the equipment post completion of the job.	4	1	3
	PC6. identify the tools, tackles and hardware to be carried back to department /store and inform supervisor on completion of the assigned job.	4	1	3
	Sub Total	25	6	19
	Total	200	50	150

