

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 - Maintenance of Machinery – Helper (Plastic)

SECTOR: RUBBER SECTOR SKILL COUNCIL

SUB SECTOR: PLASTICS PROCESSING

OCCUPATION: MACHINE MAINTENANCE

REFERENCE ID: RSC/Q4810 (CPC/Q3001)

Brief Job Description:

The individual is responsible for cleaning the assembly area and equipment before and after dismantling. He/she provides necessary help during dismantling/ assembling operation of different machine assemblies.

Personal Attributes:

This job requires the individual to work independently and with integrity. He/ she should be a quick learner and must have good technical and interpersonal skills. He/ she must be able to interpret findings in a cohesive manner. This job requires the individual to work well individually and with his/her team and achieve joint goals. The individual must be able to prioritize and execute tasks within scheduled time limits. The individual should be able to maintain high concentration levels throughout his/ her shift.

Qualifications Pack for Maintenance of Machinery Helper (Plastic)

Job Details	Qualifications Pack Code	RSC/Q4810 (CPC/Q3001)		
	Job Role	Maintenance Of Machinery – Helper (Plastic)		
	Credits	TBD	Version number	1.0
	Sector	Rubber	Drafted on	18/05/2016
	Sub Sector	Plastics Processing	Last reviewed on	26/12/2016
	Occupation	Machine Maintenance	Next review date	31/12/2021

Job Role	Maintenance of Machinery – Helper (Plastic)
Role Description	The individual is responsible for cleaning the assembly area and equipment before and after dismantling. He/ she provides necessary help during dismantling/ assembling operation of different machine assemblies.
NSQF level	1
Minimum Educational Qualifications	Able to read and write
Maximum Educational Qualifications	
Prerequisite License or Training	<ul style="list-style-type: none"> • Technical knowledge on various tools and tackles • Identifying various work sites • Reading and writing report • 5S and safety practices
Experience	<ul style="list-style-type: none"> • 0-2 years of experience as general labor/ helper • In lieu of minimum qualification the incumbent should have minimum 3 to 4 years' experience as trainee/ general labor
Applicable National Occupational Standards (NOS)	<ol style="list-style-type: none"> 1. RSC/N4832 (CPC/N3001): Receive tools and tackles from stores/ department 2. RSC/N4833 (CPC/N3002): Assist for smooth operation at site/ departments 3. RSC/N4834 (CPC/N3003): Clean the equipment and work site 4. RSC/N4835 (CPC/N3004): Use basic health and safety practices at the workplace & work effectively with others
Performance Criteria	As described in the relevant PC units

Qualifications Pack for Maintenance of Machinery Helper (Plastic)

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)	Occupational Standards are OS 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 operations 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-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'
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.

Qualifications Pack for Maintenance of Machinery Helper (Plastic)

Acronyms	Keywords /Terms	Description
	NOS	National 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
	5S	Technique of maintaining orderliness -Japanese terminology
	CP	Control Plan
	WI	Work Instructions

RSC/N4832 (CPC/N3001) Receive tools and tackles from stores/department



National Occupational Standards

Overview

This unit is about receiving various tools and tackles from departments/ stores.

RSC/N4832 (CPC/N3001) Receive tools and tackles from stores/department

Unit Code	
RSC/N4832 (CPC/N3001)	
Unit Title (Task)	
Receive tools and tackles from stores/ department	
Description	This unit is about receiving tools and tackles from stores/department, to be carried to work site.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Receive tools and tackles from stores/ department as per job requirement at site Carry tools and tackles at various job site
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Receive tools and tackles from stores/department as per job requirement at site	The user/individual on the job must be able to: PC1. adhere to time limits given by supervisor PC2. identify the required tools, tackles, equipment and necessary hardware for the job in consultation with supervisor PC3. 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 PC4. coordinate within the department/ store to obtain the identified tools and tackles to be carried to the job site
Carry tools and tackles at various job site	The user/individual on the job must be able to: PC5. carry the tools, tackles, equipment and hardware to the job site without damage PC6. inspect work site and extend necessary help for executing the job as per the suggestion of the supervisor.
Knowledge and Understanding(K)	
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 procedures of the specific work site KA3. risk and impact of not following defined procedures/ work instructions KA4. escalation matrix for reporting identified problems KA5. damage of equipment and direct / indirect cost of accidents KA6. implications of delays in process to the company
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. different types of tools, tackles, equipment and hardware required for carrying out jobs pertaining to various departments e.g. tool room, plastics processing, testing, mechanical, electrical, etc. KB2. specific layout of various work sites/ departments. KB3. different types of tools, tackles and hardware required for particular job e.g. spanners, hammer, chisel, chain blocks, screw/hydraulic jacks, bearing puller, crimping tools, hydraulic & pneumatic pipe fittings, testing lamps, ampere meter, volt meter,

RSC/N4832 (CPC/N3001) Receive tools and tackles from stores/department

	<p>tong tester, megger, screw drivers, allen keys, trox keys, krone tools etc.</p> <p>KB4. sequence of dismantling/ assembling of equipment at job site</p> <p>KB5. damage, defects, cracks or leaks beforehand</p> <p>KB6. safety procedure for various work sites while handling tools, tackles, equipment</p> <p>KB7. the hazardous areas with respect to heat and hazardous fume/gas</p>
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. record and communicate details of work done using written/ typed report or mail
	SA2. fill up appropriate technical forms, process charts, activity logs in required format of the company
	SA3. write in English and local language. SA4. write notices and other letters to various officers SA5. prepare reports/ charts etc.
Reading and Understanding Skills	
The user/individual on the job needs to know and understand how to:	
SA6. read and understand manuals, health and safety instructions, memos, reports, job cards etc.	
SA7. read images, graphs, diagrams, symbols, safety signs	
SA8. understand the various coding systems as per company norms	
SA9. read informative periodicals and articles pertaining to specifications of raw materials and products, market reports, etc. in English and local language	
Oral Communication (Listening and Speaking skills)	
The user/individual on the job needs to know and understand how to:	
SA10. communicate with upstream and downstream teams	
SA11. communicate with job owners like sample originating department and supplier etc.	
SA13. work in a team and know other behavioral skills required to support the small group activities (e.g. quality circle, cross functional team, suggestion scheme)	
SA14. disclose information only to those who have the right and need to know it	
SA15. communicate confidential and sensitive information discretely to authorized person as per Standard Operating Procedures (SOP).	
SA16. express statements, opinions or information clearly so that others can hear and understand	

RSC/N4832 (CPC/N3001) Receive tools and tackles from stores/department

	SA17. respond appropriately to any queries
	SA18. communicate with all sources from where the lab receives the samples SA19. communication with his/ her manager SA20. instruct and encourage the team to adapt behavioral skills required to support the group activities.
	Integrity
	The user/ individual on the job needs to know and understand how to: SA21. practice honesty with respect to company property and time. SA22. communicate with people respectfully SA23. resolve any difficulties with colleagues and 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: SA24. take responsibility for completing one's own work assignment. SA25. take initiative to enhance/ learn skills in one's area of work. SA26. learn from experience in a range of settings and scenarios and reflect on them. SA27. be open to new ways of doing things. SA28. 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: SA29. avoid absenteeism SA30. act objectively, rather than impulsively or emotionally when faced with difficult/ stressful or emotional situations SA31. work in a disciplined lab environment SA32. be punctual
B. Professional Skills	Material and equipment understanding, time management
	The user/individual on the job needs to know and understand: SB1. basic purpose of tool room, processing and lab equipment/ apparatus including operational safety points SB2. how to prioritize and execute tasks within the scheduled time limits SB3. instructions mentioned in plastic raw materials safety data sheet

RSC/N4832 (CPC/N3001) Receive tools and tackles from stores/department

NOS Version Control

NOS Code	RSC/N4832 (CPC/N3001)		
Credits	TBD	Version number	1.0
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Occupation	Machine Maintenance	Next review date	31/12/2021



RSC/N4833 (CPC/N3002) Assist for smooth operation at site/departments

National Occupational Standards



Overview

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

RSC/N4833 (CPC/N3002) Assist for smooth operation at site/departments

National Occupational Standards	Unit Code	RSC/N4833 (CPC/N3002)
	Unit Title (Task)	Assist for smooth operation at site/ departments
	Description	This unit is about assisting supervisors/ operators for smooth operation at various job sites/ departments.
	Scope	This unit/ task covers the following: <ul style="list-style-type: none"> • Provide necessary help for performing the job at site with respect to tools, tackles, equipment and hardware • Extend the necessary help before starting the activity till the completion of job
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Provide necessary help for performing the job at site with respect to tools, tackles, equipment and hardware	The user/individual on the job must be able to: PC1. inspect the worksite to identify types of tools, tackles and hardware required for the job and the work site is clear from all obstructions. PC2. check availability of tools, tackles and hardware required for the job PC3. check if tools, tackles and hardware required for the job are fit and ready to use PC4. identify the required tools, tackles and hardware required for any particular job
	Extend the necessary help before starting the activity till job completion	The user/individual on the job must be able to: PC5. extend necessary help for smooth and timely completion of the job PC6. check if the workplace is properly illuminated PC7. check if the equipment is free from dust, oil, grease etc. PC8. check if the work site is clean before starting the job PC9. help dismantle, assemble and carry out maintenance activities required at the site PC10. oil and grease the parts of the equipment post completion of the job PC11. extend necessary help to welder, gas cutter, fitter, electrician, rigger, technician, operator, scaffolder etc. for various nature of activities/jobs PC12. check the tools, tackles and hardware is carried back to department/ store on completion of the job PC13. inform the supervisor on completion of the assigned job
	Element	Knowledge and Understanding (K)
	A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. types of documentation used in organization e.g. daily maintenance checklist and importance of the same KA2. risk and impact of not following defined procedures/ work instructions KA3. records to be maintained and implications of non-maintenance of the same KA4. security procedures e.g. secure storage of inventory/ tools KA5. rules and regulations of shop floor as per the Standard Operating Procedure (SOP) of the company KA6. risk and impact of not following safety procedures KA7. escalation matrix for reporting identified problems KA8. cost of equipment and loss for the company that results from damage of equipment KA9. implications of delays in process to the company

RSC/N4833 (CPC/N3002) Assist for smooth operation at site/departments

B. Technical Knowledge	<p>The user/ individual on the job needs to know and understand:</p> <p>KB1. about controls and switches used to operate the machinery properly</p> <p>KB2. basic physics and mechanics associated with the machinery</p> <p>KB3. safety signs, factory signs and other safety and emergency signals</p> <p>KB4. the hazard labels for the supplies being used</p> <p>KB5. correct maintenance procedures for machinery</p> <p>KB6. response to emergencies e.g. fire</p> <p>KB7. safety regulations while operating the machinery</p> <p>KB8. optimal working condition of machinery and their components.</p> <p>KB9. optimal levels of fluids and lubricants.</p> <p>KB10. machinery components and particular areas that require greasing.</p> <p>KB11. all the machinery components and their functions</p> <p>KB12. how to handle machinery such as processing, tool room machine and testing equipment.</p> <p>KB13. how to test and safely carry out maintenance tasks on the machinery.</p> <p>KB14. how to identify deviations from normal operations, diagnose and repair machinery.</p> <p>KB15. different types of tools, tackles equipment and hardware required for carrying out jobs pertaining to various departments e.g. tool room, plastics processing & testing, mechanical, electrical, material handling, agglomeration etc.</p> <p>KB16. specific layout of various work sites/ departments</p> <p>KB17. different types of tools, tackles and hardware required for particular job e.g. spanners, hammer, chisel, chain blocks, bearing pullers, circlip pliers, jacks, hydraulic & pneumatic pipe fittings, testing lamps, ampere meter, volt meter, tong tester, megger, screw drivers, allen keys, trox keys etc.</p> <p>KB18. sequence of various dismantling / assembling of equipment at job site</p> <p>KB19. how to visually identify damage, defects, cracks or leaks beforehand</p> <p>KB20. safety procedure for various work sites and while handling tools, tackles, equipment</p> <p>KB21. hazardous areas with respect to heat and hazardous fumes/ gas prone zones</p>
Skills (S) w.r.t. the scope	
Element	Skills
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 out checklists, maintenance logbooks detailing activities conducted</p> <p>SA3. fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA4. write simple letters, mails, etc.</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. read work instructions and Standard Operation Procedures (SOP)</p> <p>SA6. read labels to identify product and its associated hazard.</p> <p>SA7. read and understand instructions from checklists/ company log books and records</p>

RSC/N4833 (CPC/N3002) Assist for smooth operation at site/departments

	<p>SA8. read manuals, circuit diagrams and safety signs</p> <p>SA9. read equipment manuals and process documents given by the supplier to understand the equipment and working processes</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>SA10. communicate clearly with supervisors and peers</p> <p>SA11. regularly communicate with all employees on the shop floor to ensure activities are running smoothly</p> <p>SA12. provide advice and guidance to peers and juniors</p> <p>SA13. effectively understand about operational requirements</p> <p>SA14. answer the queries raised by the operations team as well as others</p> <p>SA15. effectively communicate with the supervisor related to work expectations, timelines and schedule for completion of the assigned job</p> <p>SA16. attentively listen to the queries and grievances raised by the operations team and comprehend the information given by the speaker</p>
	<p>Integrity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA17. maintain integrity with respect to company property and time</p> <p>SA18. communicate with people in a polite manner using respectful language</p> <p>SA19. resolve difficulties with colleagues amicably</p>
	<p>Reliability</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA20. avoid absenteeism and maintain quality of work</p> <p>SA21. work in a disciplined environment and adhere to working norms of the organization</p> <p>SA22. be punctual and adhere to timelines</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 and execute tasks within the scheduled time limits</p>

RSC/N4833 (CPC/N3002) Assist for smooth operation at site/departments

NOS Version Control

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Sub Sector	Plastics Processing	Last reviewed on	26/12/2016
Occupation	Machine Maintenance	Next review date	31/12/2021



RSC/N4834 (CPC/N3003) Clean the equipment and work sites

National Occupational Standards



Overview

This unit is about cleaning of equipment and work site.

RSC/N4834 (CPC/N3003) Clean the equipment and work sites

National Occupational Standards	Unit Code	RSC/N4834 (CPC/N3003)
	Unit Title (Task)	Clean the equipment and work sites
	Description	This unit is about performing cleaning activities of various tools, tackles, equipment and work site before and after completion of the job
	Scope	This unit/ task covers the following: <ul style="list-style-type: none"> • Clean various tools, tackles and equipment before and after job completion • Clean the work site before and after job completion
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Clean various tools, tackles and equipment before and after job completion	The user/individual on the job must be able to: PC1. check the tools and tackles are cleaned before and after the job PC2. clean the equipment before dismantling/ assembling completion PC3. check the tools and tackles are cleaned (removing oil, dust, grease etc.) after completion of the job PC4. carry back the unused hardware, materials etc. (with proper tagging if required) post completion of the job.
	Clean the work site before and after job completion	The user/individual on the job must be able to: PC5. check if the workplace is free from dust, oil, grease, scrap s etc. before starting the job PC6. check the work site is free from all obstacles PC7. clean the work site post job completion PC8. check all tools, tackles, scraps and hardware are removed from the workplace and returned to the department/ stores as per company procedure PC9. inform supervisor on completion of the assigned job
	Element	Knowledge and Understanding(K)
	A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. types of documentation used in organization e.g. daily maintenance checklist and importance of the same KA2. risk and impact of not following defined procedures/ work instructions KA3. records to be maintained and implications of non-maintenance of the same KA4. security procedures e.g. secure storage of inventory KA5. rules and regulations of shop floor as per company's Standard Operating Procedure (SOP) KA6. risk and impact of not following safety procedures KA7. escalation matrix for reporting identified problems KA8. cost of equipment and loss for the company that results from damage KA9. implications of delays in process to the company KA10. damage of equipment and direct / indirect cost of accidents

RSC/N4834 (CPC/N3003) Clean the equipment and work sites

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. about controls and switches used to operate the machinery properly</p> <p>KB2. safety signs, factory signs and other safety and emergency signals</p> <p>KB3. the hazard labels for the supplies being used.</p> <p>KB4. response to emergencies e.g. fire</p> <p>KB5. optimal levels of fluids and lubricants.</p> <p>KB6. machinery components and particular areas that require greasing.</p> <p>KB7. different types of tools, tackles, equipment and hardware required for carrying out jobs pertaining to various departments e.g. tool room, plastics processing, testing, mechanical, electrical, etc.</p> <p>KB8. specific layout of various work sites/ departments.</p> <p>KB9. different types of tools, tackles and hardware required for particular job e.g. spanners, hammer, chisel, chain blocks, screw/ hydraulic jacks, bearing puller, crimping tools, hydraulic and pneumatic pipe fittings, testing lamps, ampere meter, volt meter, tong tester, megger, screw drivers, allen keys, trox keys, krone tools etc.</p> <p>KB10. sequence of various dismantling /assembling of equipment at job site</p> <p>KB11. how to identify damage, defects, cracks or leaks beforehand</p> <p>KB12. safety procedure for various work sites and while handling tools, tackles, equipment</p> <p>KB13. the hazardous prone areas with respect to heat and hazardous fume/ gas</p>
Skills (S) w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. create operations related small notes/ work documents for supervisor</p> <p>SA2. fill out checklists, maintenance logbooks detailing maintenance activities conducted</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. read labels to identify product and its associated hazard.</p> <p>SA4. read and understand instructions from manuals, checklists/ company log books and records</p> <p>SA5. read circuit diagrams, manuals and safety signs for machinery.</p> <p>SA6. read work instructions and Standard Operation Procedures (SOP)</p> <p>SA7. read business correspondence e.g. internal memos, circular etc.</p>

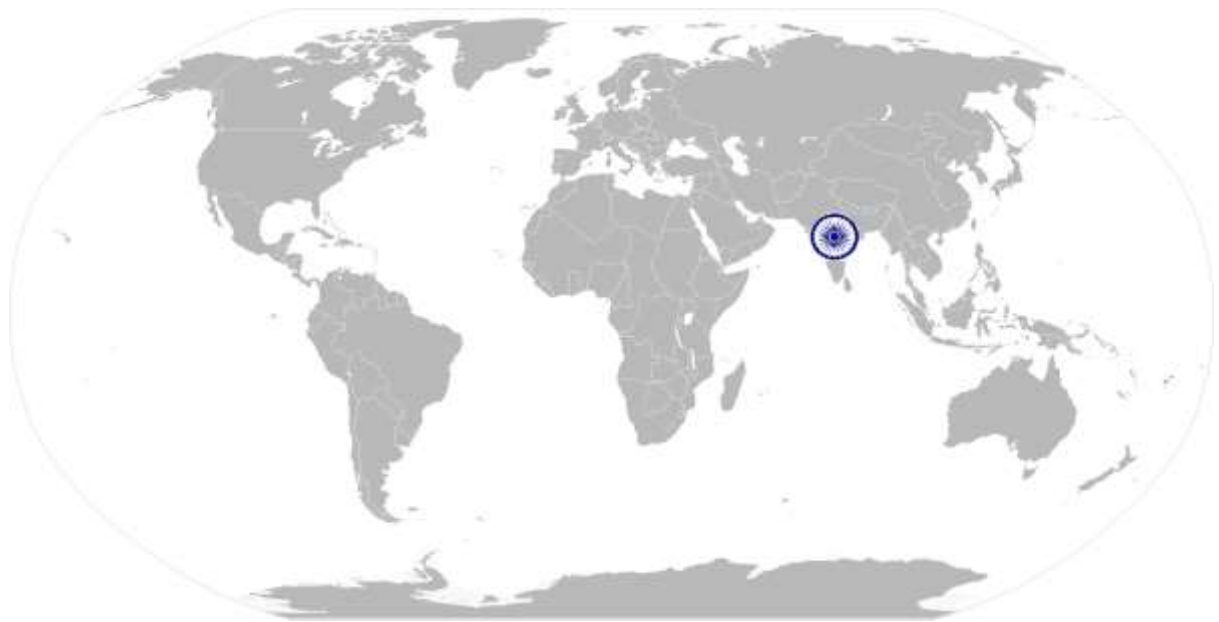
RSC/N4834 (CPC/N3003) Clean the equipment and work sites

	SA8. read equipment manuals and process documents given by the equipment supplier to understand the equipment and working processes
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA9. effectively communicate with the supervisor about work expectations, timelines and schedule for completion of the assigned job
	SA10. regularly communicate with all employees in the chain of activities on the shop floor to ensure activities are running smoothly
	SA11. about operational requirements
	SA12. answer the queries raised by the operations team as well as others
	SA13. listen attentively to comprehend the queries and grievances raised by the operations team
	Integrity
	The user/individual on the job needs to know and understand how to:
	SA14. communicate with people in a polite manner using respectful language
	SA15. resolve difficulties with colleagues amicably
	Reliability
	The user/individual on the job needs to know and understand how to:
	SA16. avoid absenteeism and maintain quality of work
	SA17. work in a disciplined environment and adhere to working norms of the organization
	SA18. be punctual and adhere to timelines
B. Professional Skills	Time Management
	The user/individual on the job needs to know and understand how to:
	SB1. prioritize and execute tasks within the scheduled time limits

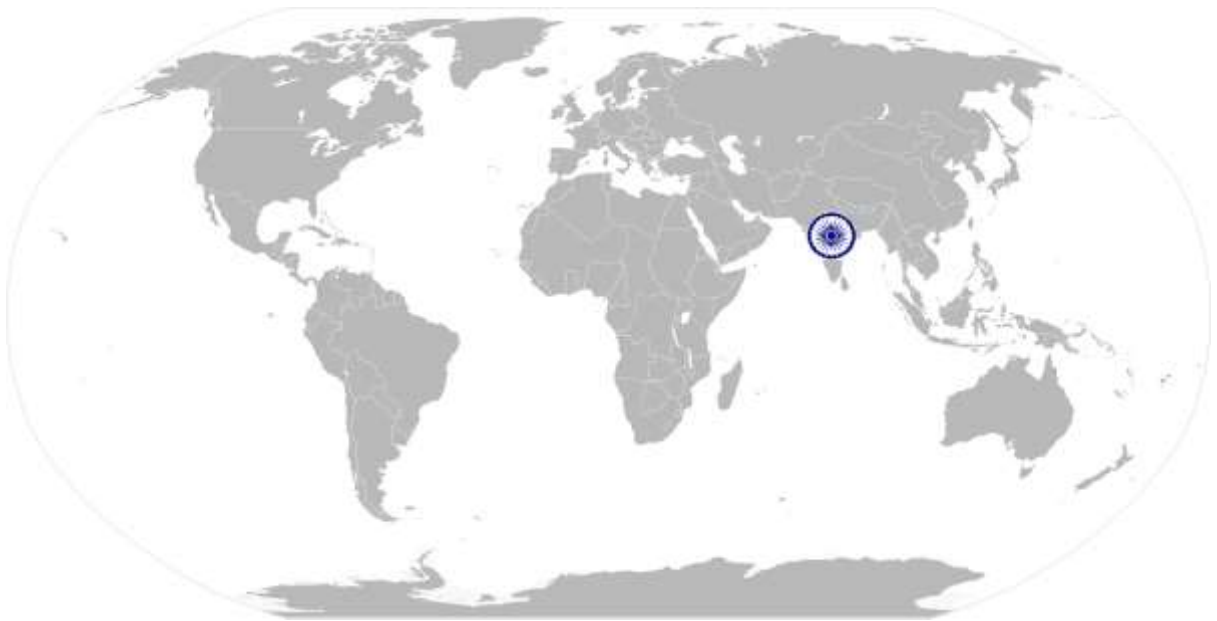
RSC/N4834 (CPC/N3003) Clean the equipment and work sites

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Credits	TBD	Version number	1.0
Sector	Rubber	Drafted on	18/05/2016
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National Occupational Standards



Overview

This unit covers health, safety and security practices at the workplace. This includes procedures and practices that candidates need to follow for maintaining a healthy, safe and secure work environment.

Qualifications Pack for Maintenance of Machinery – Helper (Plastic)

National Occupational Standards	Unit Code	RSC/N4835 (CPC/N3004)
	Unit Title (Task)	Use basic health and safety practices at the work place and work effectively with others
	Description	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. It includes understanding of risks and hazards in the workplace, along with common techniques to minimize risk, deal with accidents, emergencies, etc.
	Scope	This unit/ task covers the following: <ul style="list-style-type: none"> • Health and safety procedures • Fire safety procedures • Emergencies, rescue and first aid procedures • Ensure appropriate communication with superiors, peers and others as applicable at workplace • Demonstrate appropriate behavior and etiquette at work place
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
Health and safety procedures	<p>The user/individual on the job should be able to:</p> <p>PC1. use protective clothing/ equipment for specific tasks and work conditions</p> <p>PC2. state the name and location of people responsible for health and safety in the workplace</p> <p>PC3. state the names and location of documents that refer to health and safety in the workplace</p> <p>PC4. identify job-site hazardous work and state possible causes of risk or accident in the workplace</p> <p>PC5. carry out safe working practices while dealing with hazards to ensure the safety of self as well as others, and state methods of accident prevention in the work environment</p> <p>PC6. state location of general health and safety equipment in the workplace</p> <p>PC7. inspect for faults and safely set up steps and ladders</p> <p>PC8. work safely in and around trenches, elevated places and confined areas</p> <p>PC9. lift heavy objects safely using correct procedures</p> <p>PC10. apply good housekeeping practices at all times.</p> <p>PC11. identify common safety signs displayed in various areas</p> <p>PC12. retrieve and/or point out documents that refer to health and safety in the workplace</p>	
Fire safety procedures	<p>The user/ individual on the job should be able to:</p> <p>PC13. use appropriate fire extinguishers on different types of fires correctly</p> <p>PC14. demonstrate rescue techniques applied during fire hazard</p>	

Qualifications Pack for Maintenance of Machinery – Helper (Plastic)

	<p>PC15. demonstrate good housekeeping in order to prevent fire hazards</p> <p>PC16. demonstrate the correct use of a fire extinguisher</p>
<p>Emergencies, rescue and first-aid procedures</p>	<p>The user/individual on the job should be able to:</p> <p>PC17. demonstrate how to rescue a person from electrocution</p> <p>PC18. administer appropriate first aid to victims as required e.g. in case of bleeding, burns, choking, electric shock, poisoning etc.</p> <p>PC19. demonstrate basic techniques of bandaging</p> <p>PC20. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments</p> <p>PC21. perform and organize loss minimization or rescue activity during an accident in real or simulated environments</p> <p>PC22. administer first aid to victims in case of a cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases</p> <p>PC23. demonstrate the artificial respiration and the CPR Process</p> <p>PC24. participate in emergency procedures</p> <p>PC25. complete a written accident/incident report or dictate a report to another person, and send report to person responsible</p> <p>PC26. demonstrate correct method to move injured people and others during an emergency</p>
<p>Ensure appropriate communication with superiors, peers and others as applicable at workplace</p>	<p>The user/individual on the job should be able to:</p> <p>PC27. receive information and instructions from the supervisor and fellow workers, getting clarification where required</p> <p>PC28. provide information to authorized person within agreed timelines and confirm its receipt</p> <p>PC29. provide information to others clearly, at a pace and in a manner that helps them to understand</p>
<p>Demonstrate appropriate behavior and etiquette at work place</p>	<p>The user/individual on the job should be able to:</p> <p>PC30. display helpful behavior wherever required</p> <p>PC31. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks</p> <p>PC32. display appropriate communication etiquette while working</p> <p>PC33. display active listening skills while interacting with others at work</p> <p>PC34. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism</p> <p>PC35. demonstrate responsible and disciplined behavior at the workplace</p> <p>PC36. escalate grievances and problems to supervisor</p>
<p>Knowledge and Understanding (K) w.r.t. the scope</p>	
<p>Element</p>	<p>Knowledge and Understanding</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. job titles and all the people responsible for health and safety in a workplace</p> <p>KA2. location of documents that refer to health and safety in the workplace</p> <p>KA3. risk and impact of not following safety procedures</p>

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	<p>KA4. escalation matrix for reporting identified problems KA5. cost of equipment and loss for the company that results from damage of equipment KA6. potential hazards associated with the machines and the safety precautions to be taken KA7. responsibilities under health, safety and environmental legislation KA8. guidelines for storage & disposal of waste materials</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand KB1. meaning of "hazards" and "risks" KB2. health and safety hazards commonly present in the work environment and related precautions KB3. possible causes of risk, hazard or accident in the workplace KB4. methods of accident prevention KB5. safe working practices while working with tools and machines KB6. safe working practices while working at various hazardous sites KB7. where to find all the general health and safety equipment in the workplace KB8. various dangers associated with the use of electrical equipment KB9. preventative and remedial actions to be taken in case of exposure to toxic materials. KB10. precautionary activities to prevent the fire accident activities and causes: KB11. various causes of fire KB12. techniques of using the different fire extinguishers KB13. different methods of extinguishing fire KB14. rescue methods followed during a fire hazard KB15. various types of safety signs and what they mean KB16. appropriate basic first aid treatment relevant to the condition e.g. shock, bleeding, fracture, minor burns, poisoning, eye injuries KB17. content of written accident report KB18. potential injuries associated with incorrect manual handling KB19. safe lifting and carrying practices KB20. potential impact to a person who is moved incorrectly</p>
<p>Skills (S) w.r.t. the scope</p>	
<p>Element</p>	<p>Skills</p>
<p>A. Core Skills/ Generic Skills</p>	<p>Reading and Writing Skills The user/individual on the job needs to know and understand how to: SA1. read and comprehend basic content to read labels, charts, signs SA2. read and comprehend basic English to read manuals of operations SA3. read and write an accident/incident report in local language or English</p>

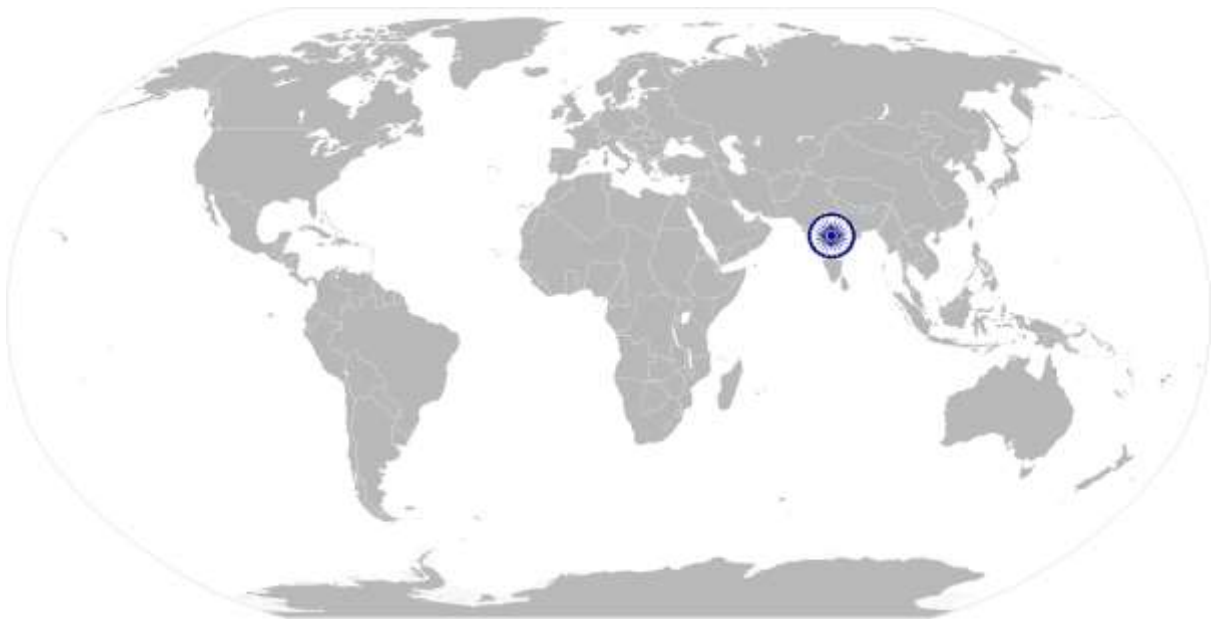
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	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. question co-workers appropriately in order to clarify instructions and other issues</p> <p>SA5. give clear instructions to co-workers, subordinates others</p>	
	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. make appropriate decisions pertaining to the concerned area of work with respect to intended work objective, span of authority, responsibility, laid down procedure and guidelines</p>	
B. Professional skills	<p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. plan and organize their own work schedule, work area, tools, equipment and materials to maintain decorum and for improved productivity</p>	
	<p>Working with others</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. remain congenial while discussing and debating issues with co-workers</p> <p>SB3. follow appropriate protocols for communication based on situation, hierarchy, organizational culture and practice</p> <p>SB4. ask for, provide and receive required assistance where possible to ensure achievement of work related objectives</p> <p>SB5. thank co-workers for any assistance received</p> <p>SB6. be a team player and achieve joint goals</p> <p>SB7. re-assess schedule in case of delays/additional orders</p>	
	<p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. identify immediate or temporary solutions to resolve delays</p> <p>SB9. identify sources of support for problem solving</p> <p>SB10. report problems that cannot be resolved to appropriate authority</p>	
	<p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. identify cause and effect relations in their area of work</p> <p>SB12. use cause and effect relations to anticipate potential problems and their solution</p>	

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NOS Version Control

NOS Code	RSC/N4835 (CPC/N3004)		
Credits	TBD	Version number	1.0
Sector	Rubber	Drafted on	18/05/2016
Sub Sector	Plastics Processing	Last reviewed on	26/12/2016
Occupation	Machine Maintenance	Next review date	31/12/2021



Qualifications Pack for Maintenance of Machinery – Helper (Plastic)

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: *Maintenance of Machinery – Helper (Plastic)*

Qualification Pack Code: RSC/Q4810 (CPC/Q3001)

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 Outcome		Assessment Criteria for the outcome		
NOS	Performance Criterion Description	Total	Theory	Practical
RSC/N 4832 (CPC/N 3001): Receive tools and tackles from stores/ department	PC1. adhere to time limits given by supervisor	3	1	2
	PC2. identify the required tools, tackles, equipment and necessary hardware for the job in consultation with supervisor	3	1	2
	PC3. 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	3	1	2
	PC4. coordinate within department/ store to obtain the identified tools and tackles to be carried to the job site	3	1	2
	PC5. carry the tools, tackles, equipment and hardware to the job site without damage	2.5	0.5	2
	PC6. inspect work site and extend necessary help for executing the job as per the suggestion of the supervisor	2.5	0.5	2

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	Sub total	17	5	12
RSC/N 4833 (CPC/N 3002): Assist for smooth operation at site/departments	PC1. inspect the worksite to identify types of tools, tackles and hardware required for the job and the work site is clear from all obstructions	2.5	0.5	2
	PC2. check availability of tools, tackles and hardware required for the job	2.5	0.5	2
	PC3. check if tools, tackles and hardware required for the job are fit and ready to use	2.5	0.5	2
	PC4. identify the required tools, tackles and hardware required for any particular job	2.5	0.5	2
	PC5. extend necessary help for smooth and timely completion of the job	2.5	0.5	2
	PC6. check if the workplace is properly illuminated	2.5	0.5	2
	PC7. check if the equipment is free from dust, oil, grease etc.	2.5	0.5	2
	PC8. check if the work site is clean before starting the job	2.5	0.5	2
	PC9. help dismantle, assemble and carry out maintenance activities required at the site	2.5	0.5	2
	PC10. oil and grease the parts of the equipment post completion of the job	2.5	0.5	2
	PC11. extend necessary help to welder, gas cutter, fitter, electrician, rigger, technician, operator, scaffold etc. for various nature of activities/jobs	2.5	0.5	2
	PC12. check the tools, tackles and hardware is carried back to department/ store on completion of the job	2.5	0.5	2
	PC13. inform the supervisor on completion of the assigned job	2.5	0.5	2
Sub total	32.5	6.5	26	
RSC/N 4834 (CPC/N 3003): Clean the equipment and work site	PC1. check the tools and tackles are cleaned before and after the job	2.5	0.5	2
	PC2. clean the equipment before dismantling/ assembling completion	2.5	0.5	2
	PC3. check the tools and tackles are cleaned (removing oil, dust, grease etc.) after completion of the job	2.5	0.5	2
	PC4. carry back the unused hardware's, materials etc. (with proper tagging if required) post completion of the job	2.5	0.5	2
	PC5. check if the work place is free from dust, oil, grease, scraps etc. before starting the job	2.5	0.5	2
	PC6. check the work site is free from all obstacles	2.5	0.5	2
	PC7. clean the work site post job completion	2.5	0.5	2
	PC8. check all tools, tackles, scraps and hardware are removed from the work place and returned to the	3	0.5	2.5

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	department/stores as per company procedure			
	PC9. inform supervisor on completion of the assigned job	3	0.5	2.5
	Sub total	23.5	4.5	19
RSC/N 4835 (CPC/N 3004): Use basic health and safety practices at the workplace & Work effectively with others	PC1. use protective clothing/equipment for specific tasks and work conditions	0.75	0.25	0.5
	PC2. state the name and location of people responsible for health and safety in the workplace	0.75	0.25	0.5
	PC3. state the names and location of documents that refer to health and safety in the workplace	0.75	0.25	0.5
	PC4. identify job-site hazardous work and state possible causes of risk or accident in the workplace	0.75	0.25	0.5
	PC5. carry out safe working practices while dealing with hazards to ensure the safety of self and well as others, and state methods of accident prevention in the work environment	0.75	0.25	0.5
	PC6. state location of general health and safety equipment in the workplace	0.75	0.25	0.5
	PC7. inspect for faults and safely setup steps and ladders	0.75	0.25	0.5
	PC8. work safely in and around trenches, elevated places and confined areas	0.75	0.25	0.5
	PC9. lift heavy objects safely using correct procedures	0.75	0.25	0.5
	PC10. apply good housekeeping practices at all times	0.75	0.25	0.5
	PC11. identify common safety signs displayed in various areas	0.75	0.25	0.5
	PC12. retrieve and/or point out documents that refer to health and safety in the workplace	0.75	0.25	0.5
	PC13. use the appropriate fire extinguishers on different types of fires correctly	0.75	0.25	0.5
	PC14. demonstrate rescue techniques applied during fire hazard	0.75	0.25	0.5
	PC15. demonstrate good housekeeping in order to prevent fire hazards	0.75	0.25	0.5
	PC16. demonstrate the correct use of a fire extinguisher	0.75	0.25	0.5
	PC17. demonstrate how to rescue a person from electrocution	0.75	0.25	0.5
	PC18. administer appropriate first aid to victims as required e.g. in case of bleeding, burns, choking, electric shock, poisoning etc.	0.75	0.25	0.5
	PC19. demonstrate basic techniques of bandaging	0.75	0.25	0.5
	PC20. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments	0.75	0.25	0.5

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PC21. perform and organize loss minimization or rescue activity during an accident in real or simulated environments	0.75	0.25	0.5	
PC22. administer first aid to victims in case of a cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases	0.75	0.25	0.5	
PC23. demonstrate the artificial respiration and the CPR Process	0.75	0.25	0.5	
PC24. participate in emergency procedures	0.75	0.25	0.5	
PC25. complete a written accident/incident report or dictate a report to another person, and send report to person responsible	0.75	0.25	0.5	
PC26. demonstrate correct method to move injured people and others during an emergency	0.75	0.25	0.5	
PC27. receive information and instructions from the supervisor and fellow workers, getting clarification where required	0.75	0.25	0.5	
PC28. provide information to authorized person within agreed timelines and confirm its receipt	0.75	0.25	0.5	
PC29. provide information to others clearly, at a pace and in a manner that helps them to understand	0.75	0.25	0.5	
PC30. display helpful behaviour wherever required	0.75	0.25	0.5	
PC31. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks	0.75	0.25	0.5	
PC32. display appropriate communication etiquette while working	0.75	0.25	0.5	
PC33. display active listening skills while interacting with others at work	0.75	0.25	0.5	
PC34. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism	0.75	0.25	0.5	
PC35. demonstrate responsible and disciplined behaviours at the workplace	0.75	0.25	0.5	
PC36. escalate grievances and problems to supervisor	0.75	0.25	0.5	
Sub total	27	9	18	
Grand Total	100	25	75	