

## 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 Plastics Processing - Assistant

**SECTOR:** RUBBER SECTOR SKILL COUNCIL

**SUB SECTOR:** PLASTICS PROCESSING

**OCCUPATION:** PLASTICS PROCESSING

**REFERENCE ID:** RSC/Q4809 (CPC/Q0102)

**ALIGNED TO:** Nil

**Brief Job Description:** The individual carries out pre-moulding activities and loads material in the hopper and assists in loading the mould/dye. He/she assists in deflating, packing the finished products and segregating the rejected material/waste.

**Personal Attributes:** The assistant should have basic communication skills. He/she should have elementary knowledge about plastic processing machinery & ancillary equipment. He/she should have adequate physical strength. He/she should have basic knowledge of safety & quality management.

## Qualifications Pack for Plastics Processing- Assistant

<b>Job Details</b>	<b>Qualifications Pack Code</b>	<b>RSC/Q4809 (CPC/Q0102)</b>		
	<b>Job Role</b>	<b>Plastics Processing – Assistant</b>		
	<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Rubber</b>	<b>Drafted on</b>	<b>18/05/2016</b>
	<b>Sub Sector</b>	<b>Plastics Processing</b>	<b>Last reviewed on</b>	<b>26/12/2016</b>
	<b>Occupation</b>	<b>Plastics Processing</b>	<b>Drafted on</b>	<b>18/05/2016</b>

<b>Job Role</b>	<b>Plastics Processing- Assistant</b>
<b>Role Description</b>	The individual carries out pre moulding activities, loads material in the hopper and assists in loading the mould/dye. He/she assists in deflating, packing the finished products and segregating the rejected material/waste.
<b>NSQF level</b>	2
<b>Minimum Educational Qualifications</b>	Class 5 <sup>th</sup>
<b>Maximum Educational Qualifications</b>	
<b>Prerequisite License or Training</b>	Training on Level 1 program CPC/Q 0101
<b>Experience</b>	NA
<b>Applicable National Occupational Standards (NOS)</b>	<ol style="list-style-type: none"> <li>1. <a href="#">RSC/N4829 (CPC/N0105): Performing pre-moulding operations</a></li> <li>2. <a href="#">RSC/N4830 (CPC/N0106): Handling of raw material &amp; recyclable waste.</a></li> <li>3. <a href="#">RSC/N4831 (CPC/N0107): Assist operator in post-moulding operation</a></li> <li>4. <a href="#">RSC/N4101 (CPC/N0411): Maintain basic health and safety practices at the workplace, 5S</a></li> </ol>
<b>Performance Criteria</b>	As described in the relevant OS units

*Qualifications Pack for Plastics Processing- Assistant*
**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 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 Document is assigned a unique qualification document 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.

*Qualifications Pack for Plastics Processing- Assistant*

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.

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

*RSC/N4829 (CPC/N0105) Performing pre-moulding operations*

# National Occupational Standards



## **Overview**

This covers the skills and knowledge for an individual to be proficient in carrying out various pre-moulding operations on the plastic processing shop floor under supervision of operator.

*RSC/N4829 (CPC/N0105) Performing pre-moulding operations*

National Occupational Standards	<b>Unit Code</b>	<b>RSC/N4829 (CPC/N0105)</b>
	<b>Unit Title (Task)</b>	<b>Performing pre-moulding operations</b>
	<b>Description</b>	The assistant carries out pre moulding activities, loads material in the hopper and assists in loading the mould/dye. He/she assists in deflating, packing the finished products & segregating the rejected material/waste.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Understanding of different plastic processing machines</li> <li>• Understanding different ancillary equipment</li> <li>• Understanding about electrical, air &amp; water connections to machines</li> <li>• Basic understanding of alarm system &amp; other safety features</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>	
<b>Understanding different plastic processing machines</b>	<b>The individual on the job must be able to:</b> PC1. identify the different plastic processing machineries involved in the process of injection moulding, blow, extrusion etc. PC2. exhibit preliminary knowledge of working on the machineries at the shop floor PC3. remember the names & functions of important parts of machines PC4. follow the safety features of machines PC5. understand the preliminary knowledge about moulds & dyes	
<b>Understanding different ancillary equipment</b>	<b>The individual on the job must be able to:</b> PC6. identify the different plastic ancillary units like hopper dryer, hopper loader, mould temperature controller, chiller, cooling tower, mould/dye lifting devices, mixers etc. PC7. study the basic functions of ancillary equipment & its uses PC8. assist operator in connecting the ancillary units to machine/ mould, whenever required PC9. communicate to operator in case of abnormalities observed in ancillary equipment	
<b>Understanding about electrical, air &amp; water connections to machines</b>	<b>The individual on the job must be able to:</b> PC10. check systems for supply of electricity, air connection & water connection PC11. identify & use different types of tools like spanner, hammer, allen keys, pipe wrench, pliers, screw drivers etc. PC12. assist technicians in checking / changing electrical connections to machines & ancillary units PC13. ensure connectivity of air to machineries & check it periodically under the supervision of operator PC14. ensure connectivity of water to the machineries & monitor leakages etc. under the supervision of operator	

*RSC/N4829 (CPC/N0105) Performing pre-moulding operations*

<b>Basic understanding of alarm system &amp; other safety features</b>	PC15. ensure the proper functioning of alarm system of the machines & communicate to the operator in case alarm gets activated. PC16. follow safety features of the machine like emergency stop, limit switches etc.
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<b>The user/individual on the job needs to know and understand:</b> KA1. company's policy on safety & housekeeping KA2. importance of individual's role in company KA3. about key contact persons & company's reporting structure KA4. safety norms of company KA5. names & location of documents related to safety & housekeeping
<b>B. Technical Knowledge</b>	<b>The user/individual on the job needs to know and understand:</b> KB1. the difference in plastic processing techniques like injection, blow, extrusion, compression, rotational, vacuum forming, compounding etc. KB2. different devices for hopper dryer, hopper loader, mould temperature controller, chiller, cooling tower, mould/ dye lifting, mixers etc. KB3. importance of different ancillary units KB4. identification of abnormalities observed in machines/ancillary equipment KB5. different types of tools like hammer, spanners, allen keys, pipe wrench, pliers, screw drivers etc. KB6. single phase and three phase supply KB7. functions of different types of valves for air and water connections to machines. KB8. hazards and safety aspects involved in different processing techniques KB9. about safety switches used in plastic processing machines
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<b>The user/individual on the job needs to know and understand how to:</b> SA1. make rough sketches, drawings
	<b>Reading Skills</b>
	<b>The user/individual on the job needs to know and understand how to:</b> SA2. read instructions, guidelines, sign boards, safety rules and tags
<b>Oral Communication (Listening and Speaking skills)</b>	
<b>The user/ individual on the job needs to know and understand how to:</b> SA3. communicate work-related instructions to superiors & coworkers with clarity SA4. listen actively SA5. follow company protocol for communication	
<b>B. Professional Skills</b>	<b>Decision Making &amp; Problem Solving</b>

*RSC/N4829 (CPC/N0105) Performing pre-moulding operations*

	<p><b>The user/ individual on the job needs to know and understand how to:</b>            SB1. make proper decisions pertaining to work            SB2. consult superiors in case of any assistance            SB3. follow company rules &amp; regulations</p>
	<p><b>Plan and Organize</b></p>
	<p><b>The user/individual on the job needs to know and understand how to:</b>            SB4. plan the work as per the requirement of the job            SB5. apply basic concepts required for working on the shop floor</p>
	<p><b>Initiative</b></p>
	<p><b>The user/individual on the job needs to know and understand how to:</b>            SB6. take initiative towards his/ her work</p>
	<p><b>Analytical / Critical Thinking</b></p>
	<p>NA</p>
	<p><b>Team Work</b></p>
<p><b>The user/individual on the job needs to know and understand how to:</b>            SB7. work in a team            SB8. consult superiors or fellow workers in case of any assistance            SB9. maintain good inter-personal relations</p>	



RSC/N4829 (CPC/N0105) Performing pre-moulding operations

## NOS Version Control

<b>NOS Code</b>	<b>RSC/N4829 (CPC/N0105)</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Rubber</b>	<b>Drafted on</b>	<b>18/05/2016</b>
<b>Sub Sector</b>	<b>Plastics Processing</b>	<b>Last reviewed on</b>	<b>26/12/2016</b>
<b>Occupation</b>	<b>Plastics Processing</b>	<b>Next review date</b>	<b>31/12/2021</b>





# National Occupational Standards

## Overview

This covers the skills and knowledge required for safe handling of raw material & management of rejected products/ other waste generated during the process.

*RSC/N4830 (CPC/N0106) Handling of Raw Material & Recyclable Waste*

<b>Unit Code</b>	<b>RSC/N4830 (CPC/N0106)</b>
<b>Unit Title (Task)</b>	<b>Handling of raw material &amp; recyclable waste</b>
<b>Description</b>	This covers the skills and knowledge required for safe handling of raw material & management of rejected products / other waste generated during the process.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Understanding of raw material</li> <li>• Safe handling &amp; storage of raw material</li> <li>• Safe handling &amp; storage of moulds/dyes</li> <li>• Managing recyclable waste</li> <li>• Work effectively with others</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Understanding of raw material</b>	<b>The individual on the job must be able to:</b> PC1. check the availability of raw materials used in the company PC2. identify the raw material used in company by visual inspection
<b>Safe handling &amp; storage of raw material</b>	<b>The individual on the job must be able to:</b> PC3. make arrangement & operation of material handling devices like trolley, cranes etc. PC4. follow precautions in handling the raw material from shop floor/ work area to machine. PC5. check that the raw material on shop floor is kept safely PC6. load the material to hopper of the machine PC7. take precautions while loading the materials on the machine
<b>Safe handling &amp; storage of Mould/ Dye</b>	<b>The individual on the job must be able to:</b> PC8. check the availability of moulds/ dyes at the designated places on the shop floor PC9. assist operator in loading the mould/ dye in the machine PC10. assist the operator in unloading the mould/dye from the machine PC11. check the storage of moulds/dyes safely at the designated places PC12. apply grease/oil in mould/dye
<b>Managing recyclable waste</b>	<b>The individual on the job must be able to:</b> PC13. collect the rejected products & production waste like sprue, runner, parison, lumps etc. PC14. identify the place for storing the recyclable waste PC15. shift the recyclable waste to grinding area with assistance of helpers PC16. grind the recyclable waste with assistance of grinder operator
<b>Work effectively with others</b>	<b>The individual on the job must be able to:</b> PC17. maintain good interpersonal relation with supervisor and fellow helpers PC18. follow disciplined behavior in work place PC19. maintain good inter-departmental relations

**RSC/N4830 (CPC/N0106) Handling of Raw Material & Recyclable Waste**

Knowledge and Understanding (K)	
<b>B. Organizational Context</b> (Knowledge of the company / organization and its processes)	<b>The user/individual on the job needs to know and understand:</b> KA1. company's store management process KA2. company's manufacturing process KA3. importance of individual's role in the company KA4. company's reporting structure KA5. company's safety & housekeeping policy KA6. company's quality management policy
<b>B. Technical Knowledge</b>	<b>The user/individual on the job needs to know and understand:</b> KB1. different types of tools like hammer, spanners, allen keys etc. KB2. safety aspects for handling different types of tools KB3. different plastic processing techniques KB4. plastic materials used on shop floor KB5. handling the storage of raw materials & final product KB6. types of mould/dye used in processing on the shop floor KB7. precautions taken for handling moulds KB8. effective waste management
Skills (S) [Optional]	
<b>C. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<b>The user/individual on the job needs to know and understand how to:</b> SA1. keep issue records like indent, material records SA2. make rough sketches, drawings
	<b>Reading Skills</b>
	<b>The user/individual on the job needs to know and understand how to:</b> SA3. read instructions, guidelines, sign boards, safety rules tags
<b>D. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	<b>The user/individual on the job needs to know and understand how to:</b> SA4. communicate work related instructions to superiors & coworkers with clarity SA5. listen actively SA6. follow company protocol for communication
	<b>Decision Making &amp; Problem Solving</b>
<b>D. Professional Skills</b>	<b>The user/individual on the job needs to know and understand how to:</b> SB1. make proper decisions pertaining to the work SB2. consult superiors in case of any assistance SB3. follow company's rules & regulations
	<b>Plan and Organize</b>
<b>D. Professional Skills</b>	<b>The user/individual on the job needs to know and understand:</b> SB4. plan the work as per job requirements SB5. basic concepts required for working on the shop floor

*RSC/N4830 (CPC/N0106) Handling of Raw Material & Recyclable Waste*

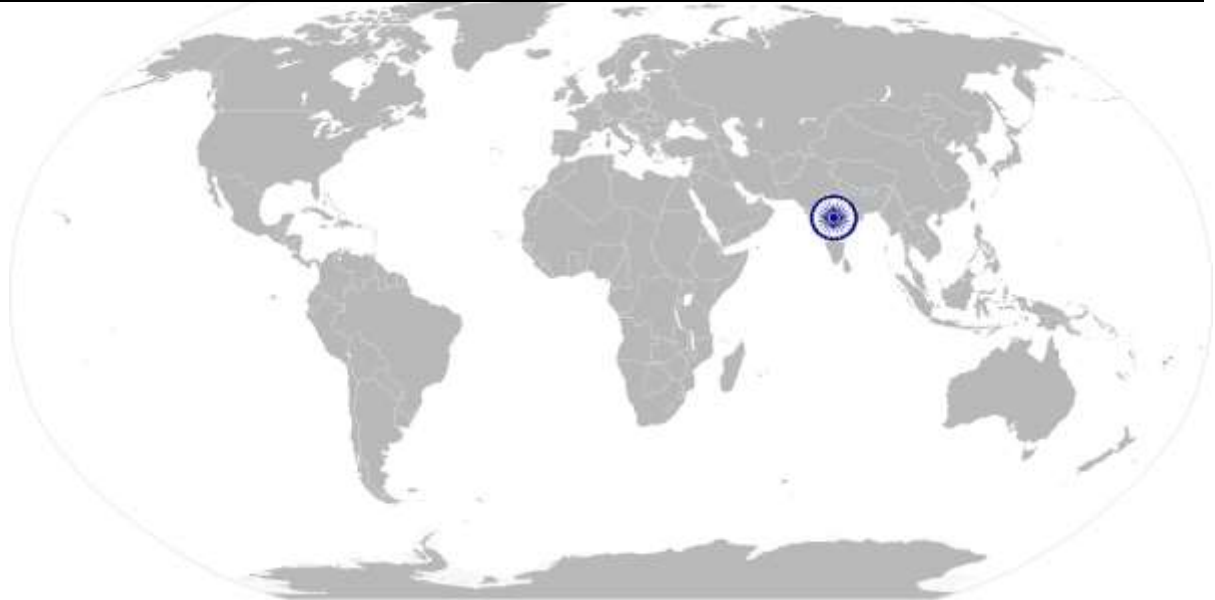
	<b>Initiative</b>
	<b>The user/individual on the job needs to know and understand how to:</b> SB6. take initiatives related to his/her work
	<b>Analytical / Critical Thinking</b>
	NA
	<b>Team Work</b>
	<b>The user/individual on the job needs to know and understand how to:</b> SB7. work in a team SB8. consult superiors or fellow workers in case of any assistance SB9. maintain good inter-personal relations



*RSC/N4830 (CPC/N0106) Handling of Raw Material & Recyclable Waste*

**NOS Version Control**

<b>NOS Code</b>	<b>RSC/N4830 (CPC/N0106)</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Rubber</b>	<b>Drafted on</b>	<b>18/05/2016</b>
<b>Sub Sector</b>	<b>Plastics Processing</b>	<b>Last reviewed on</b>	<b>26/12/2016</b>
<b>Occupation</b>	<b>Plastics Processing</b>	<b>Next review date</b>	<b>31/12/2021</b>



*RSC/N4831 (CPC/N0107) Assist Operator in Post-Moulding Operation*



# National Occupational Standards<sup>®</sup>

## Overview

This covers the skills and knowledge required for an individual to carry out various post-moulding operations on the plastic processing shop floor under the supervision of operator.

## RSC/N4831 (CPC/N0107) Assist Operator in Post-Moulding Operation

<b>Unit Code</b>	<b>RSC/N4831 (CPC/N0107)</b>
<b>Unit Title (Task)</b>	<b>Assist operator in post-moulding operation</b>
<b>Description</b>	This unit describes the skills and knowledge required for carrying out various post moulding operations on the plastic processing shop floor under supervision of operator.
<b>Scope</b>	This unit/ task covers the following: <ul style="list-style-type: none"> <li>Assisting operator in finishing the product &amp; segregating rejects</li> <li>Packing the final product &amp; stacking</li> <li>Shutting down the machine after production</li> <li>Work effectively with others</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Assisting operator in finishing the product &amp; segregating rejects</b>	<b>The individual on the job must be able to:</b> PC1. exhibit preliminary knowledge about production process PC2. select and use different finishing tools like cutter, knife etc. PC3. use automated tools for de-flashing, chamfering etc. PC4. cut the flash and remove the runner system in injection moulding PC5. cut the pinch-off section & finishing of the neck area in blow moulding PC6. use the chamfer pipe for finishing of the sheets, profiles in extrusion process PC7. carry out finishing operation as per the requirement of other processing techniques PC8. demonstrate preliminary knowledge about moulds & dyes PC9. follow safety guidelines required for each machine
<b>Packing the final product &amp; stacking</b>	<b>The individual on the job must be able to:</b> PC10. arrange the packing of materials with the assistance of superiors PC11. assist operator in quality check of products through visual inspection PC12. check if the packing of the product as per company's requirement PC13. check if the products are stacked properly PC14. assist dispatch team in arranging delivery as per company's policy
<b>Shutting down the machine after production</b>	<b>The individual on the job must be able to:</b> PC15. follow the procedure for machine shut down PC16. assist operator to purge the material from barrel PC17. put off heaters, motors etc. with assistance of operator PC18. switch off main supply of machine PC19. clean the machines and its surrounding with helper
<b>Work effectively with others</b>	<b>The individual on the job must be able to:</b> PC20. maintain good interpersonal relation with supervisor and helpers PC21. follow disciplined behavior in work place PC22. maintain good inter-departmental relations
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<b>The user/individual on the job needs to know and understand:</b> KA1. company's policy on safety & housekeeping



**RSC/N4831 (CPC/N0107) Assist Operator in Post-Moulding Operation**

(Knowledge of the company / organization and its processes)	KA2. importance of individual's role in company KA3. about key contact persons and company's reporting structure KA4. safety norms of company KA5. names & location of documents related to safety & housekeeping
<b>B. Technical Knowledge</b>	<b>The user/individual on the job needs to know and understand:</b> KB1. different plastic processing techniques like injection, blow, extrusion, compression, rotational, vacuum forming, compounding etc. KB2. different devices like hopper dryer, hopper loader, mould temperature controller, chiller, cooling tower, mould/dye lifting, mixers etc. KB3. importance of different ancillary units KB5. abnormalities observed in machines/ ancillary equipment KB6. different types of tools like hammer, spanners, allen keys, pipe wrench, pliers, screw drivers etc. KB7. single phase and three phase supply KB8. functions of different types of valves for air and water connections to machines. KB9. hazards and safety aspects involved in different processing techniques KB10. about safety switches used in plastic processing machines
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<b>The user/individual on the job needs to know and understand how to:</b> SA1. make rough sketches, drawings
	<b>Reading Skills</b>
	<b>The user/individual on the job needs to know and understand how to:</b> SA2. read instructions, guidelines, sign boards, safety rules tags
	<b>Oral Communication (Listening and Speaking skills)</b>
	<b>The user/individual on the job needs to know and understand how to:</b> SA3. communicate the work related instruction with superiors and co-workers with clarity SA4. listen actively SA5. follow company protocol for communication
<b>E. Professional Skills</b>	<b>Decision Making &amp; Problem Solving</b>
	<b>The user/individual on the job needs to know and understand how to:</b> SB1. make proper decisions pertaining to work SB2. consult superiors in case of any assistance SB3. follow company's rules & regulations
	<b>Plan and Organize</b>
	<b>The user/individual on the job needs to know and understand how to:</b> SB4. plan the work as per job requirements SB5. apply basic concepts of shop-floor working requirements
	<b>Initiative</b>
	<b>The user/individual on the job needs to know and understand how to:</b> SB6. take initiative towards his/her work

*RSC/N4831 (CPC/N0107) Assist Operator in Post-Moulding Operation*

	<b>Analytical / Critical Thinking</b>
	NA
	<b>Team Work</b>
	<b>The user/individual on the job needs to know and understand how to:</b> SB7. work in a team SB8. consult superiors or fellow workers in case of any assistance SB9. maintain good inter-personal relations



*RSC/N4831 (CPC/N0107) Assist Operator in Post-Moulding Operation*

**NOS Version Control**

<b>NOS Code</b>	<b>RSC/N4831 (CPC/N0107)</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Rubber</b>	<b>Drafted on</b>	<b>18/05/2016</b>
<b>Sub Sector</b>	<b>Plastics Processing</b>	<b>Last reviewed on</b>	<b>26/12/2016</b>
<b>Occupation</b>	<b>Plastics Processing</b>	<b>Next review date</b>	<b>31/12/2021</b>



*RSC/N4101 (CPC/N0411) Maintain basic health & safety Practices at the workplace,5S*

# National Occupational Standards



## Overview

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

## RSC/N4101 (CPC/N0411) Maintain basic health &amp; safety Practices at the workplace,5S

<b>Unit Code</b>	<b>RSC/N4101 (CPC/N0411)</b>
<b>Unit Title (Task)</b>	<b>Maintain basic health &amp; safety practices at the workplace, 5S</b>
<b>Description</b>	<p>This OS 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 &amp; 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 OS is about ensuring all 5S activities both at the shop floor and the office area to facilitate increase in work productivity.</p>
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Health and safety procedure.</li> <li>• Fire safety procedure.</li> <li>• Emergencies, rescue and first aid procedures.</li> <li>• Ensure sorting, stream lining, storage and documentation, cleaning, standardization and sustenance across the plant premises of the organization.</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Health and safety</b>	<p><b>The individual on the job must be able to:</b></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. ensure good housekeeping practices at all times</p>
<b>Fire safety</b>	<p><b>The individual on the job must be able to:</b></p> <p>PC4. use 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>
<b>Emergencies, rescue and first aid procedures.</b>	<p><b>The individual on the job must be able to:</b></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> <p>PC8. create awareness amongst others by sharing information on the identified risks.</p>

**RSC/N4101 (CPC/N0411) Maintain basic health & safety Practices at the workplace,5S**

<p><b>Ensure sorting, stream lining, storage and documentation, cleaning, standardization and sustenance across the plant premises of the organization.</b></p>	<p><b>The individual on the job must be able to:</b></p> <p>PC9. follow the sorting process and check that the tools, fixtures &amp; 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. ensure segregation of waste in hazardous/ non Hazardous waste 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. ensure that areas of material storage areas are not overflowing</p> <p>PC15. ensure properly stack the various types of boxes and containers 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>PC18. follow the proper labelling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists.</p> <p>PC19. ensure to check 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. to make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions</p>
<b>Knowledge and Understanding (K) w.r.t. the scope</b>	
<b>Element</b>	<b>Knowledge and Understanding</b>
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p><b>The user/individual on the job needs to know and understand:</b></p> <p>KA1. the relevant standards, procedures and policies related to Health, Safety and Environment followed in the company</p> <p>KA2. the emergency handling procedures &amp; hierarchy for escalation</p>
<b>B. Technical Knowledge</b>	<p><b>The user/individual on the job needs to know and understand:</b></p> <p>KB1. the basic knowledge of safety procedures (fire fighting, first aid) within the organization</p> <p>KB2. the basic knowledge of various types of PPEs and their usage</p> <p>KB3. the basic knowledge of risks/hazards associated with each occupation in the organization</p>

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	<p>KB4. the knowledge of personal hygiene and how an individual contribute towards creating a highly safe and clean working environment the individual on the job needs to know and understand.</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>KB10. safe working practices when working with tools and machines</p> <p>KB11. safe working practices while working at various hazardous sites</p> <p>KB12. to know the where to find all the general health and safety equipment in the workplace</p> <p>KB13. various dangers associated with the use of electrical equipment</p> <p>KB14. preventative and remedial actions to be taken in the case of exposure to toxic materials</p> <p>KB15. the Importance of using protective clothing/equipment while working</p> <p>KB16. precautionary activities to prevent the fire accident</p> <p>KB17. various causes of fire</p> <p>KB18. to know the techniques of using the different fire extinguishers</p> <p>KB19. to know the different methods of extinguishing fire</p> <p>KB20. to know the different materials used for extinguishing fire</p> <p>KB21. rescue techniques applied during a fire hazard</p> <p>KB22. various types of safety signs and what they mean</p> <p>KB23. to know the 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>KB24. to know the content of written accident report</p> <p>KB25. potential injuries and ill health associated with incorrect manual handling</p> <p>KB26. safe lifting and carrying practices</p> <p>KB27. personal safety, health and dignity issues relating to the movement of a person by others</p> <p>KB28. potential impact to a person who is moved incorrectly</p> <p>KB29. to have basic knowledge of 5S procedures</p> <p>KB30. to know the various types 5s practices followed in various areas</p> <p>KB31. understand to the 5S checklists provided in the department/ team</p> <p>KB32. to have skills to identify useful &amp; non useful items</p> <p>KB33. to have knowledge of labels , signs &amp; colours used as indicators</p> <p>KB34. to have knowledge on how to sort and store various types of tools, equipment, material etc.</p> <p>KB35. to know, how to identify various types of waste products</p> <p>KB36. understand to the impact of waste/ dirt/ dust/unwanted substances on the process/ environment/ machinery/ human body.</p> <p>KB37. to have knowledge of best ways of cleaning &amp; waste disposal</p>
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## RSC/N4101 (CPC/N0411) Maintain basic health &amp; safety Practices at the workplace,5S

Skills (S) w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	<b>Writing Skills</b>
	<b>The user/ individual on the job needs to know and understand how to:</b> SA1. understand basic level notes and observations.
	<b>Reading Skills</b>
	<b>The user/individual on the job needs to know and understand how to:</b> 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
	<b>Oral Communication (Listening and Speaking skills)</b>
	<b>The user/individual on the job needs to know and understand how to:</b> 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
	B. Professional Skills
<b>The user/individual on the job needs to know and understand how to:</b> 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>Judgment and Critical Thinking</b>	
<b>The user/individual on the job needs to know and understand how to:</b> 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	
<b>Desire to learn and take initiatives</b>	
	<b>The user/individual on the job needs to know and understand how to:</b> 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 & safety Practices at the workplace,5S

## NOS Version Control

<b>NOS Code</b>	<b>RSC/N4101 (CPC/N0411)</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Rubber</b>	<b>Drafted on</b>	<b>18/05/2016</b>
<b>Sub Sector</b>	<b>Plastics Processing</b>	<b>Last reviewed on</b>	<b>26/12/2016</b>
<b>Occupation</b>	<b>Plastics Processing</b>	<b>Next review date</b>	<b>31/12/2021</b>



*Qualifications Pack for Plastics Processing- Assistant*

**CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role: Plastics Processing - Assistant**

**Qualification Pack Code: RSC/Q 4809 (CPC/Q 0102)**

**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	Assessable outcome Description	Total	Theory	Practical
1. RSC/N 4829 (CPC/N 0105): Performing pre-moulding operations	PC1. identify the different plastic processing machineries involved in the process of injection moulding, blow, extrusion etc.	3	1	2
	PC2. exhibit preliminary knowledge of working on the machineries at the shop floor	3	1	2
	PC3. remember the names & functions of important parts of machines	3	1	2
	PC4. follow the safety features of machines	5	1	4
	PC5. understand the preliminary knowledge about moulds & dyes	5	1	4
	PC6. Identify the different plastic ancillary units like hopper dryer, hopper loader, mould temperature controller, chiller, cooling tower, mould/ dye lifting devices, mixers etc.	5	1	4
	PC7. study the basic functions of ancillary equipment & its uses	5	1	4
	PC8. assist operator in connecting the ancillary units to machine/ mould, whenever required	3	1	2
	PC9. communicate to operator in case of abnormalities observed in ancillary equipment	3	1	2

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	PC10. check systems for supply of electricity, air connection & water connection	3	1	2
	PC11. Identify & use of different types of tools like spanner, hammer, allen keys, pipe wrench, pliers, screw drivers etc.	3	1	2
	PC12. assist technicians for checking/ changing electrical connections to machines & ancillary units	3	1	2
	PC13. ensure connectivity of air to machineries & check it periodically under the supervision of operator	3	1	2
	PC14. ensure connectivity of water to the machineries & monitor leakages etc. under the supervision of operator	3	1	2
	PC15. ensure the proper functioning of alarm system of the machines & communicate to the operator in case alarm gets activated.	3	1	2
	PC16. follow safety features of the machine like emergency stop, limit switches etc.	3	1	2
	<b>Sub total</b>	<b>56</b>	<b>16</b>	<b>40</b>
2. RSC/N4830 (CPC/N 0106): Handling of raw material & recyclable waste	PC1. check the availability of raw materials used in the company	2.5	0.5	2
	PC2. identify the raw material used in company by visual inspection	2.5	0.5	2
	PC3. make arrangement & operation of material handling devices like trolley, cranes etc.	2.5	0.5	2
	PC4. follow precautions in handling the raw material from shop floor/ work area to machine	2.5	0.5	2
	PC5. check that the raw material on shop floor is kept safely	2.5	0.5	2
	PC6. load the material to hopper of the machine	2.5	0.5	2
	PC7. take precautions while loading the materials on the machine	2.5	0.5	2
	PC8. check the availability of moulds/ dyes at the designated places on the shop floor	2.5	0.5	2
	PC9. assist operator in loading the mould / dye in the machine	2.5	0.5	2
	PC10. assist the operator in unloading the mould/dye from the machine	2.5	0.5	2
	PC11. check the storage of moulds/dyes safely at the designated places	5	1	4
	PC12. apply grease/oil in mould/dye	5	1	4

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	PC13. collect the rejected products & production waste like sprue, runner, parison, lumps etc.	5	1	4
	PC14. identify the place for storing of recyclable waste	5	1	4
	PC15. shift the recyclable waste to grinding area with assistance of helpers	5	1	4
	PC16. grind the recyclable waste with assistance of grinder operator	2.5	0.5	2
	PC17. maintain good interpersonal relation with supervisor and fellow helpers	2.5	0.5	2
	PC18. follow disciplined behavior in work place	2.5	0.5	2
	PC19. maintain good inter-departmental relations	2.5	0.5	2
	<b>Sub total</b>	<b>60</b>	<b>12</b>	<b>48</b>
3. RSC/N 4831 (CPC/N 0107): Assist operator in post-moulding operation	PC1. exhibit preliminary knowledge about production process	1.5	0.5	1
	PC2. select and use of different finishing tools like cutter, knife etc.	1.5	0.5	1
	PC3. use automated tools for de- flashing, chamfering etc.	1.5	0.5	1
	PC4. cut the flash and remove the runner system in injection moulding	1.5	0.5	1
	PC5. cut the pinch-off section & finishing of the neck area in blow moulding	1.5	0.5	1
	PC6. use the chamfer pipe for finishing of the sheets, profiles in extrusion process	1.5	0.5	1
	PC7. carry out finishing operation as per the requirement of other processing techniques	2.5	0.5	2
	PC8. demonstrate preliminary knowledge about moulds & dyes	2.5	0.5	2
	PC9. follow safety guidelines required for each machine	2.5	0.5	2
	PC10. arrange the packing of materials with the assistance of superiors	2.5	0.5	2
	PC11. assist operator in quality check of products through visual inspection	2.5	0.5	2
	PC12. check if the packing of the product as per company's requirement	2.5	0.5	2
	PC13. check if the products are stacked properly	3	1	2
	PC14. assist dispatch team in arranging delivery as per company's policy	3	1	2
	PC15. follow the procedure for machine shut down	2.5	0.5	2
	PC16. assist operator to purge the material from barrel	2.5	0.5	2
	PC17. put off heaters, motors etc. with assistance of operator	1.5	0.5	1

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	PC18. switch off main supply of machine	1.5	0.5	1
	PC19. clean the machines and its surrounding with helper	1.5	0.5	1
	PC20. maintain good interpersonal relation with supervisor and helpers	1.5	0.5	1
	PC21. follow disciplined behavior in work place	1.5	0.5	1
	PC22. maintain good inter-departmental relations	1.5	0.5	1
	<b>Sub total</b>	<b>44</b>	<b>12</b>	<b>32</b>
4.RSC/N4101 (CPC/N0411) Maintain basic health and 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. ensure good housekeeping practices at all times	2.5	0.5	2
	PC4. use 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 potent 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 others 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. ensure the segregation of waste in hazardous/ non Hazardous waste as per the sorting work instructions	2.5	0.5	2

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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. ensure that areas of material storage areas are not overflowing	1.5	0.5	1
PC15. ensure properly stack the various types of boxes and containers as per the size/ utility to avoid any fall of items/ breakage and also enable easy sorting when required			
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	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 labeling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists	1.5	0.5	1
PC19. ensure to check 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 labelling 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. to make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions.	1.5	0.5	1
<b>Sub total</b>	<b>40</b>	<b>10</b>	<b>30</b>
<b>Total</b>	<b>200</b>	<b>50</b>	<b>150</b>