

## 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- Machine Operator Assistant – Plastics Processing

**SECTOR:** RUBBER

**SUB SECTOR:** MANUFACTURING/ PLASTICS PROCESSING

**OCCUPATION:** PLASTICS PROCESSING

**REFERENCE ID:** RSC/Q4801 (CPC/Q0103)

**ALIGNED TO:**

#### Brief Job Description:

The Individual has to assist the operator and also shall handle plastic granules (raw materials), set up and operate the plastics processing machines, finishes the product & store in desired place.

#### Personal Attributes:

The assistant machine operator should have basic communication, numerical and computational abilities. He should be attentive & vigilant towards his, duties. He should coordinate with his co members & seniors to deliver desired output. He should possess good physical fitness.

## Qualifications Pack for Machine operator Assistant – Plastics Processing

Job Details	Qualifications Pack Code	RSC/Q4801 (CPC/Q0103)		
	Job Role	Machine Operator Assistant - Plastics Processing		
	Credits (NSQF)	24	Version number	1.0
	Sector	Rubber	Drafted on	18/05/2016
	Sub Sector	Manufacturing / Plastics Processing	Last reviewed on	26/12/2016
	Occupation	Plastics Processing	Next review date	31/12/2021
	NSQC Clearance on	21/07/2016		

Job Role	Machine Operator Assistant- Plastics Processing
Role Description	Responsible for operation of different plastic processing machineries & its trouble shooting.
NSQF level	3
Minimum Educational Qualifications*	VIII <sup>th</sup> Standard
Maximum Educational Qualifications*	
Training (Suggested but not mandatory)	No previous training required
Minimum Job Entry Age	18
Experience	No previous experience required
Applicable National Occupational Standards (NOS)	<b>Compulsory:</b> <ol style="list-style-type: none"> <li><a href="#">RSC/N4801 (CPC/N0109): Familiarization with basic concepts, job requirements &amp; basic related process.</a></li> <li><a href="#">RSC/N4802 (CPC/N0110) :Basic Knowledge about different plastic material</a></li> <li><a href="#">RSC/N4803 (CPC/N0111): Familiarized with various Plastics processing techniques &amp; to assist the Operator in Injection moulding machine, Extrusion, Blow Moulding etc.</a></li> <li><a href="#">RSC/N4101 (CPC/N0411): Maintain basic health and safety practices at the workplace, 5S.</a></li> </ol>
Performance Criteria	As described in the relevant OS units

*Qualifications Pack for Machine operator Assistant – Plastics Processing*

Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Occupational Standards (OS)	OS are 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 NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-Sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Sub-functions	Sub-functions are sub-activities essential to fulfil 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'

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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
	OS	Occupational Standard(s)
	NVEQF	National Vocational Education Qualifications Framework
	NVQF	National Vocational Qualifications Framework
	NSQF	National Skills Qualifications Framework
	OEM	Original Equipment Manufacturer
	OS	Occupational Standard(s)
	QP	Qualifications Pack

*RSC/N4801 (CPC/N0109) Familiarisation with basic concepts, job requirements & basic related process*

# National Occupational Standards



## Overview

This unit is about understanding the job requirement and the activities & equipment associated with the process to complete the job requirement

RSC/N4801 (CPC/N0109) Familiarisation with basic concepts, job requirements & basic related process

National Occupational Standards	<b>Unit Code</b>	<b>RSC/N4801 (CPC/N0109)</b>
	<b>Unit Title (Task)</b>	<b>Familiarization with basic concepts, job requirements &amp; basic related process</b>
	<b>Description</b>	This OS unit is about understanding the job requirement, what processes /machine need to be executed, and what is the required output considering the standards specified.
	<b>Scope</b>	The Semi Skilled Operator - will be responsible for <ul style="list-style-type: none"> <li>• Understanding of the basic principle involved in the processing</li> <li>• Understanding the operation of the machine</li> <li>• Understanding the process requirement</li> <li>• Cleaning the machine and Mould / Die</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Understand the work order and the process requirements</b>	<p><b>To be competent, the user/individual on the job must be able to :</b></p> <p>PC1. Discuss the work order (work output) required from the process and with the supervisor</p> <p>PC2. Refer all components / process related documents to understand dimensions and properties of the required work output</p> <p>PC3. Ensure the process requirements in terms of temperature of the heater, hydraulic pressure/ air pressure/ vacuum pressure, rotating speed of the screw pressure, injection time, refilling time, blowing time etc. as mentioned in the Work Instruction/ SOP/ Control Diagrams.</p> <p>PC4. Follow do's and don'ts of the manufacturing process as defined in SOPs/ Work Instructions or defined by supervisors</p>
	<b>Arrange for the material to be processed and apparatus required for the same</b>	<p>PC5. Follow the conversion procedure and process to be adopted for completing the work order from the supervisor by referring the Work Instruction document/ SOP manual</p> <p>PC6. Set the various parameters like temperature of the heaters, hydraulic pressure/air pressure/ vacuum pressure, rotating speed of the screw, screw pressure, regulating current, flow of coolant/ water etc. before starting the process as per the parameters are mentioned in the Work Instructions/ SOP manual</p> <p>PC7. Identify the raw material like plastics granules, bonding additives etc. required for executing the activity</p> <p>PC8. Ensure the required material is available before starting the process</p> <p>PC9. Study the type of Mould /Die required for executing the required conversion operation and ensure that the same is available for moulding operations</p> <p>PC10. Ensure the availability of spare parts for continuous operation of machine</p>

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<b>Clean the apparatus and the components before executing the process</b>	PC11. Ensure that mould / Die are cleaned properly & no foreign material is entrapped in parts of mould/die. PC12. Ensure cleaning of the other moulding machine tools, auxiliaries(if any) PC13. Ensure cleaning of the area around the machine for any oil, grease, water etc
<b>Escalations of queries on the given job</b>	PC14. Consult with superiors in case of any doubt/clarification PC15. Self-confidence after resolving the queries to complete the task. PC16. Report completion of work to superiors
<b>Interaction with other concern department</b>	PC17. Good interpersonal relations with superiors & fellow operators. PC18. Disciplined behavior in work place PC19. Good coordination with other department person for getting their support for work.
<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 policies on personnel management KA2. Company's code of conduct & policy KA3. The importance of individual's role in the work flow KA4. Organization culture KA5. Company's reporting structure KA6. The functional process like store management, procurement, quality management
<b>B. Technical Knowledge</b>	<b>The user/individual on the job needs to know and understand:</b> KB1. Different types of plastic processing techniques KB2. Different parameters pertinent to process like heater temperature, hydraulic pressure/ air pressure/ vacuum pressure, rotating speed of the screw, operating current and voltage, injection time, refilling time, blowing time etc. and the impact of these parameters on the process output KB3. Various types of plastics like thermoplastics/ thermosetting plastics and the Additives to be used KB4. Properties of various plastic materials KB5. Processing behavior of various plastic raw materials KB6. Safe storage of raw materials KB7. Different types of moulds & dies KB8. Different types of measuring instruments like vernier calipers, micrometres etc. KB9. Geometry and dimension measurement of the product KB10. Different types of tools to trim the plastic product KB11. Hazards and safety aspects involved in different processing techniques
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic</b>	<b>Writing Skills</b>

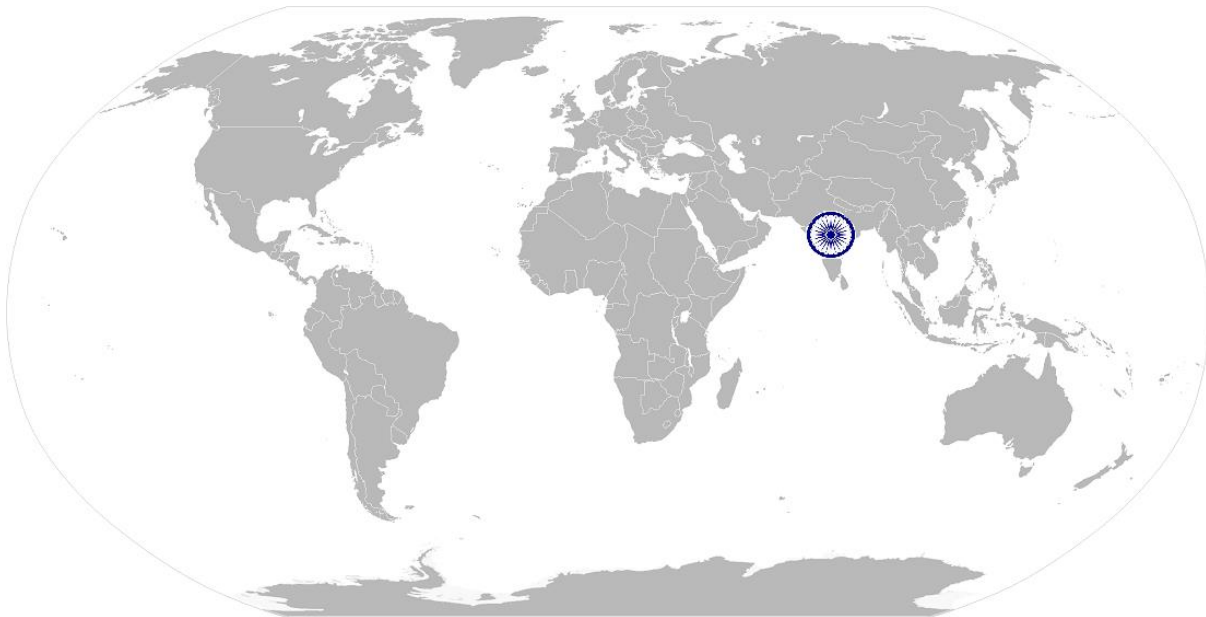
RSC/N4801 (CPC/N0109) Familiarisation with basic concepts, job requirements & basic related process

<p><b>Skills</b></p>	<p>SA1. To prepare document related to processing parameter, other technical records like machine log sheets, job card etc.</p> <p>SA2. To prepare draft drawings for the final output product</p> <p>SA3. To write information documents to internal departments/internal teams</p>
	<p><b>Reading Skills</b></p> <p>SA4. To read &amp; interpret machine parameters</p> <p>SA5. To read and interpret engineering drawing and sketches</p> <p>SA6. To read equipment manuals and process documents</p> <p>SA7. To read instructions like safety instructions , symbols while using the equipment in the plant area</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p><b>The user/individual on the job needs to know and understand how to:</b></p> <p>SA8. Communicate orally any instructions related to work with superiors &amp; co workers with clarity</p> <p>SA9. Listen actively</p> <p>SA10. Follow company protocol for communication</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making &amp; Problem Solving</b></p> <p><b>The user/individual on the job needs to know and understand how to:</b></p> <p>SB1. Make proper decisions pertaining to the work</p> <p>SB2. Identify of problem</p> <p>SB3. Finding the resource to resolve the problem</p> <p>SB4. Consult superiors in case of any assistance</p> <p><b>Plan and Organize</b></p> <p><b>The user/individual on the job needs to know and understand:</b></p> <p>SB5. To plan, fix up priorities for work operations as per job requirements</p> <p>SB6. To organize and analyze information relevant to work</p> <p>SB7. The basic concepts of shop-floor work productivity including material management waste reduction etc.</p>
	<p><b>Initiative</b></p> <p><b>The user/individual on the job needs to know and understand how to:</b></p> <p>SB8. Undertake and express new ideas and initiatives to others</p> <p>SB9. Modify work plan to overcome unforeseen difficulties or developments that occur as work progresses</p> <p>SB10. Participate in improvement procedures including process, quality etc</p> <p><b>Analytical / Critical Thinking</b></p> <p><b>The user/individual on the job needs to know and understand how:</b></p> <p>SB11. To apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</p> <p><b>Team Work</b></p> <p><b>The user/individual on the job needs to know and understand how:</b></p>



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	SB12. To exhibit good team work with all SB13. To consult superiors or fellow workers in case of any assistance SB14. To maintains good inter personal relations
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RSC/N4801 (CPC/N0109) Familiarisation with basic concepts, job requirements & basic related process

## NOS Version Control

NOS Code	RSC/N4801 (CPC/N 0109)		
Credits (NSQF)	7.5	Version number	1.0
Sector	Rubber	Drafted on	18/05/2016
Sub Sector	Manufacturing / Plastics Processing	Last reviewed on	26/12/2016
Occupation	Plastics Processing	Next review date	31/12/2021



*RSC/N4802 (CPC/N0110) Basic knowledge about different plastic material*



# National Occupational Standards

## Overview

This unit is about understanding of different types of plastic material, their properties & application

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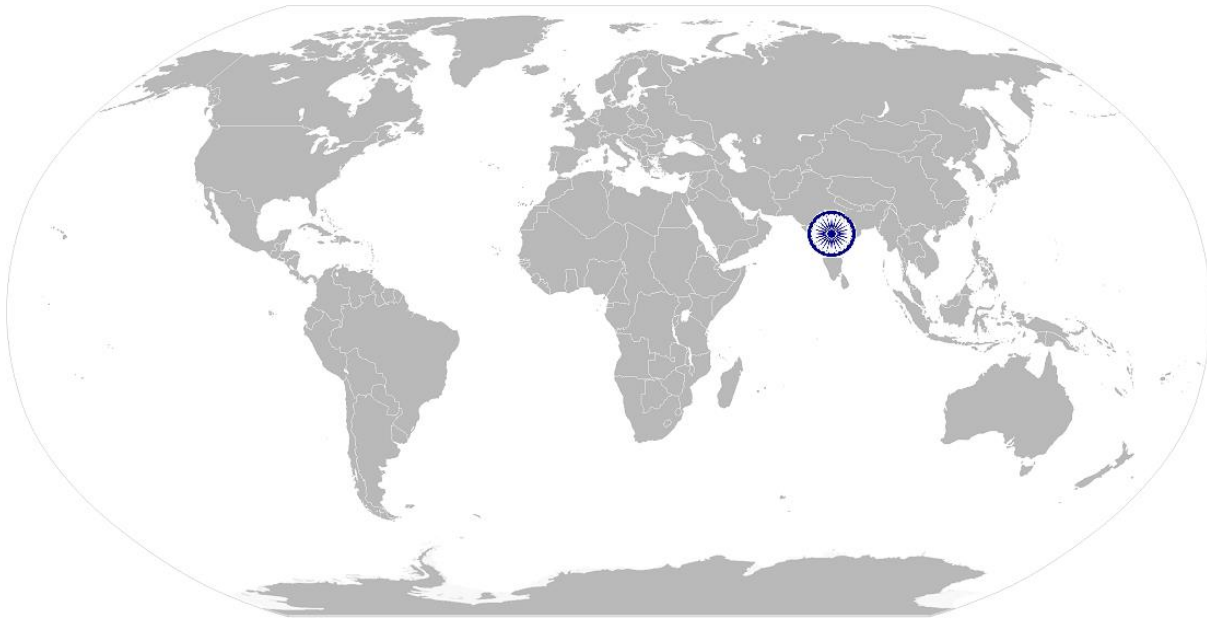
National Occupational Standards	<b>Unit Code</b>	<b>RSC/N4802 (CPC /N 0110)</b>
	<b>Unit Title (Task)</b>	<b>Basic Knowledge about different plastic material</b>
	<b>Description</b>	This OS unit is about understanding the different types of plastics materials being used in the industry, their basic knowhow, properties, etc.
	<b>Scope</b>	The Semi Skilled Operator will be responsible for <ul style="list-style-type: none"> <li>Understanding the various types of Plastics materials</li> <li>Basic knowhow of the processing behavior of Plastics materials</li> <li>Maintaining the raw material for the process</li> <li>Cleaning the material spillage around machine</li> </ul>
	<b>Performance Criteria ( PC ) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Understanding the various types of Plastics materials</b>	<b>To be competent, the user/individual on the job must be able to:</b> PC1. Discuss about the type of raw material being used in the industry & for work Order required for the process and with the supervisor PC2. Refer all material related documents to understand properties of the required work output and able to identify the material PC3. Follow the process requirements for the Plastics material in terms of temperature of the heater, rotating speed of the Screw, pressure, injection as mentioned in the Work Instruction / SOP / Control Diagrams
	<b>Basic knowhow of the processing behavior of Plastics materials</b>	PC4. Study the melting temperature, processing temperature etc. for plastic raw material PC5. Identify the processing characteristics of the plastics material being used for conversion procedure and process to be adopted for completing the work order from the supervisor by referring the Work Instruction document / SOP manual
	<b>Maintaining the raw material for the process</b>	PC6. Ensure that the required material is available before starting the process PC7. Ensure that the plastics material is blended with requisite additives
	<b>Cleaning the material spillage around machine</b>	PC8. Ensure that machine / mould / Die are cleaned properly & no foreign material is entrapped in parts of machine / mould / die. PC9. Keep that clean of the materials spilled around the machine PC10. Ensure cleaning of the area around the machine for any oil, grease, water 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. The company's policies on personnel management KA2. Company's code of conduct & policy KA3. The importance of individual's role in the work flow KA4. The organization culture KA5. The company's reporting structure KA6. The functional process like store management, procurement, quality management	
<b>B. Technical Knowledge</b>	<b>The user/individual on the job needs to know and understand:</b> KB1. The different of plastic materials KB2. Various types of plastics like thermoplastics / thermosetting plastics and the	

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	<p>additives to be used</p> <p>KB3. Properties / characteristics of various plastic materials</p> <p>KB4. Processing behavior of various plastic raw materials</p> <p>KB5. Safe storage of raw materials</p> <p>KB6. Hazards and safety aspects involved with different processing techniques</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	SA1. Prepare document related to raw material used, stock position, other technical records like machine log sheets, job card etc.
	SA2. Write information documents to internal departments/ internal teams
	<b>Reading Skills</b>
	SA3. To read & interpret material data sheet
	SA4. To read & interpret machine parameters
	SA5. To read instructions like safety instructions , symbols being used in the plant area
<b>Oral Communication (Listening and Speaking skills)</b>	
<b>The user/individual on the job needs to know and understand how to:</b>	
SA6. Communicate orally any instructions related to work with superiors & co-workers with clarity	
SA7. Listen carefully & follow company protocol for communication	
<b>B. 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. Identify the problem
SB2. Make proper decisions pertaining to the work	
SB3. Consult superiors in case of any assistance	
	<b>Plan and Organize</b>
	<b>The user/individual on the job needs to know and understand:</b>
	SB4. Fix up priorities for work operations as per job requirements
	SB5. Organize and analyze information relevant to work
	SB6. The basic concepts of shop-floor work productivity including material management, waste reduction etc.
	<b>Initiative</b>
	<b>The user/individual on the job needs to know and understand how to:</b>
	SB7. Undertake and express new ideas and initiatives to others
	SB8. Modify work plan to overcome unforeseen difficulties or developments that occur as work progresses
	SB9. Participate in improvement of procedures including process, quality etc.
	<b>Analytical / Critical Thinking</b>
<b>The user/individual on the job needs to know and understand how to:</b>	
SB10. Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	
<b>Team Work</b>	
<b>The user/individual on the job needs to know and understand how to:</b>	
SB11. Exhibit good team work with all	

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	SB12. Maintain good inter personal relations SB13. Consult superiors or fellow workers in case of any assistance
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*RSC/N4802 (CPC/N0110) Basic knowledge about different plastic material*

## **NOS Version Control**

<b>NOS Code</b>	<b>RSC/N4802 (CPC/N 0110)</b>		
<b>Credits (NSQF)</b>	<b>3</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>Manufacturing / 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/N4803 (CPC/N0111) Familiarised with various plastics processing techniques & to assist the Operator in injection moulding machine, extrusion, blow moulding etc.*

# National Occupational Standards



## Overview

This unit is about to understand the various Plastics processing techniques & Operate the Injection moulding machine, Extrusion & Blow Moulding machines



*RSC/N4803 (CPC/N0111) Familiarised with various plastics processing techniques & to assist the Operator in injection moulding machine, extrusion, blow moulding etc.*

National Occupational Standards	<b>Unit Code</b>	<b>RSC/N4803 (CPC /N0111)</b>
	<b>Unit Title (Task)</b>	<b>Familiarized with various Plastics processing techniques &amp; to assist the Operator in Injection moulding machine, Extrusion, Blow Moulding etc.,</b>
	<b>Description</b>	This OS unit is about operating the Injection Moulding Machine & its trouble shooting
	<b>Scope</b>	The Semi Skilled Operator will be responsible for <ul style="list-style-type: none"> <li>Assist in Pre-moulding operation &amp; Moulding Operation</li> <li>Assist in extrusion Pre-extrusion operation &amp; Extruder operation</li> <li>Assist in Blow molding process, mould / materials used.</li> <li>Material Handling</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Pre moulding operation</b>	<b>To be competent, the user/individual on the job must be able to :</b> PC1. Assist in Planning work schedule in concurrence with Superior PC2. Follow the data sheet, manual, work instructions PC3. Check the power supply, hydraulic oil level, water connections PC4. Ensure availability of the tools ,materials & ancillary equipments for the work PC5. Setup the equipment & machineries as per the job requirement PC6. Follow Planning for Minimum wastage & its safe disposal PC7. Work in conformance to legal requirements, organizational policies and procedures
	<b>Moulding Operation</b>	PC8. Ensure the mould is ready & having no problem in dry run PC9. Check material is available for production. If required arrange for pre drying PC10. Check the availibility & readiness of ancillary equipments like chiller, mould Temperature controller, hopper loader, Cooling towers etc PC11. Load the material and pigment (if required) in the hopper PC12. Observe to Set the parameters of the machine i.e. temperature, pressure, speed etc PC13. Check the temperature on the barrel with respect to set temperature PC14. Conduct trial run to get sample piece once machine is set with the help of operator PC15. Visual check of final product in consultation with operator PC16. Carry out post molding operation during the cycle time run such as. trimming, apply protective tapes, putting labels on each product for identification
	<b>Blow Moulding Operation</b>	PC17. Learn the process, their types, operations involved PC18. Assist the operator in the work requirements for the process and with the supervisor PC19. Refer all components / process related documents to understand dimensions and properties of the required work output PC20. Follow the process requirements in terms of tools / mould / die required, temperature of the heater according to plastics material being used, Hydraulic / pneumatic pressure / rotating speed of the screw, Parison

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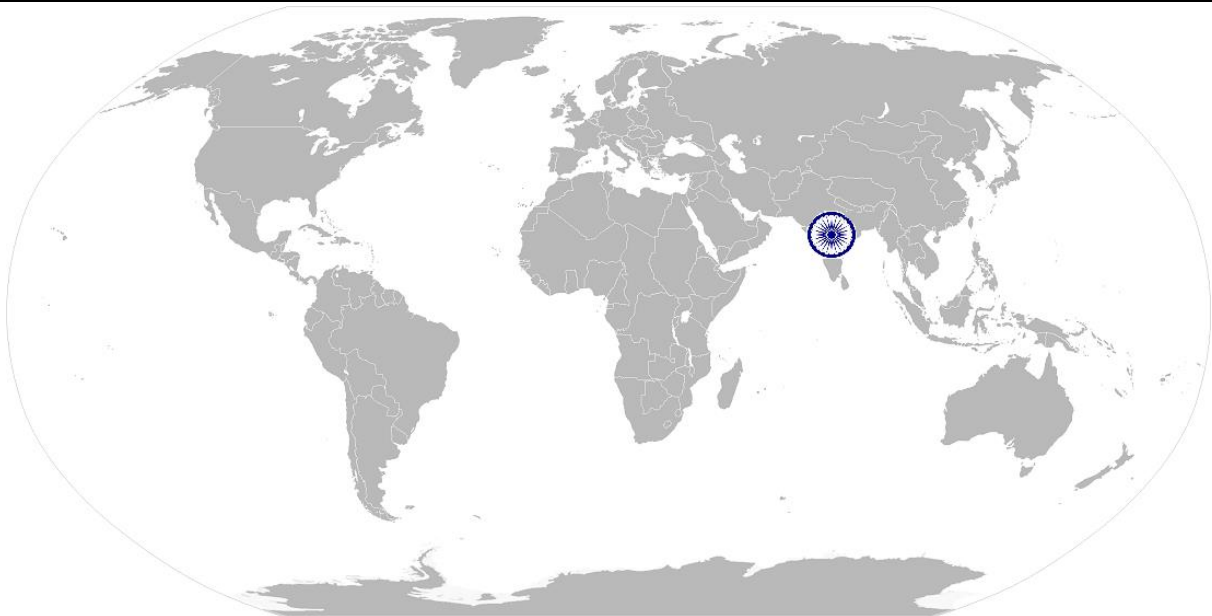
	formation, Parison Programming, Blowing time etc. as mentioned in the Work Instruction / SOP / Control Diagrams, Clearly understanding the do's and don'ts of the blow molding process as defined in SOPs / Work Instructions or as defined by supervisors
<b>Pre extrusion operation</b>	<p>PC21. Plan work schedule in concurrence with Operator</p> <p>PC22. Assist the operator to obtain and check the data on the job card and carry out functions in line with the responsibilities of job role</p> <p>PC23. Ensure availability of data sheet, manual, work instructions</p> <p>PC24. Check for power supply, oil level in gear box, water connections</p> <p>PC25. Setup the equipment &amp; machineries as per the job requirement</p> <p>PC26. Plan for Minimum rejection &amp; its safe reuse/disposal</p> <p>PC27. Safety aspects of machine operation</p> <p>PC28. Work in conformance to legal requirements, organizational policies and procedures</p>
<b>Extrusion</b>	<p>PC29. Check material is available for production. Compounding / Color blending</p> <p>PC30. Check the availability &amp; readiness of ancillary equipments like air compressor, hopper loader, dehumidifier, Cooling towers etc</p> <p>PC31. Load the material in the hopper</p> <p>PC32. Set the parameters of the machine i.e. temperatures, speeds etc.</p> <p>PC33. Check the temperature on the barrel with respect to set temperature</p> <p>PC34. Conduct trial run to get extruded sample once machine is set</p> <p>PC35. Adjust parameters unless getting final product</p> <p>PC36. Visual check of final product</p> <p>PC37. Corona treatment &amp; printing, if required</p> <p>PC38. Store the final product in specified area</p> <p>PC39. Clean the machine &amp; equipments at regular interval</p> <p>PC40. Work in compliance with specified health and safety standards</p>
<b>Knowledge and Understanding (K)</b>	
<b>B. 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 company's policies on personnel management</p> <p>KA2. Company's code of conduct &amp; policy</p> <p>KA3. The importance of individual's role in the work flow</p> <p>KA4. The organization culture</p> <p>KA5. Company's reporting structure</p> <p>KA6. The functional process like store management, procurement, quality management</p>
<b>B. Technical Knowledge</b>	<p><b>The user/individual on the job needs to know and understand:</b></p> <p>KB1. Different types of plastic material</p> <p>KB2. Properties of plastic material</p> <p>KB3. About Semi-Automatic &amp; Fully-Automatic operation of machines</p> <p>KB4. Machine start up procedure</p> <p>KB5. Principle of Injection Moulding</p> <p>KB6. Parameter setting of injection moulding Machine–Temperature, Pressure,</p>

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	<p>Time</p> <p>KB7. Clamping system – Hydraulic &amp; Toggle</p> <p>KB8. Mould loading &amp; unloading procedure</p> <p>KB9. Calculation of tonnage, importance of mould dimensions, mould day-light</p> <p>KB10. Injection Unit, shot weight setting, Calculation of plasticizing capacity of Machine , types of nozzles, ring plunger set</p> <p>KB11. Monitoring of parameters for production of quality components</p> <p>KB12. Post moulding operation like finishing, deflashing</p> <p>KB13. Quality Control &amp; testing of plastic product</p> <p>KB14. Minimisation of rejection &amp; reuse of feed system</p> <p>KB15. Shut down procedure</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	SA1. To Prepare document related to processing parameter, other technical records like machine log sheets, job card etc.
	SA2. To write information documents to internal departments/ internal teams
	SA3. To compilation of production records
	<b>Reading Skills</b>
	SA4. To read & interpret machine parameters
	SA5. To read equipment manuals and process documents
	SA6. To read instructions like safety instructions , symbols while using the equipment in the plant area
	<b>Oral Communication (Listening and Speaking skills)</b>
<b>The user/individual on the job needs to know and understand how to:</b>	
SA7. Communicate orally any instructions related to work with superiors & co workers with clarity	
SA8. Listen actively	
SA9. Follow company protocol for communication	
<b>B. 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 the work
	SB2. Identify the problem
	SB3. Find the resource to resolve the problem
	SB4. Consult superiors in case of any assistance
	<b>Plan and Organize</b>
<b>The user/individual on the job needs to know and understand:</b>	
SB5. To Plan, fix up priorities for work operations as per job requirements	
SB6. To organize and analyze information relevant to work	
SB7. The basic concepts of shop-floor work productivity including material management waste reduction etc.	
<b>Initiative</b>	
<b>The user/individual on the job needs to know and understand how to:</b>	

*RSC/N4803 (CPC/N0111) Familiarised with various plastics processing techniques & to assist the Operator in injection moulding machine, extrusion, blow moulding etc.*

	SB8. Undertake and express new ideas and initiatives to others
	SB9. Modify work plan to overcome unforeseen difficulties or developments that occur as work progresses
	SB10. Participate in improvement procedures including process, quality etc
	<b>Analytical / Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB11. Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action
<b>Team Work</b>	
The user/individual on the job needs to know and understand how to: SB12. Exhibit good team work with all SB13. Consult superiors or fellow workers in case of any assistance SB14. Maintains good inter personal relations	



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## NOS Version Control

<b>NOS Code</b>	<b>RSC/N4803 (CPC/N0111)</b>		
<b>Credits (NSQF)</b>	<b>10</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>Manufacturing / 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 help maintain a healthy, safe and secure work environment.

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

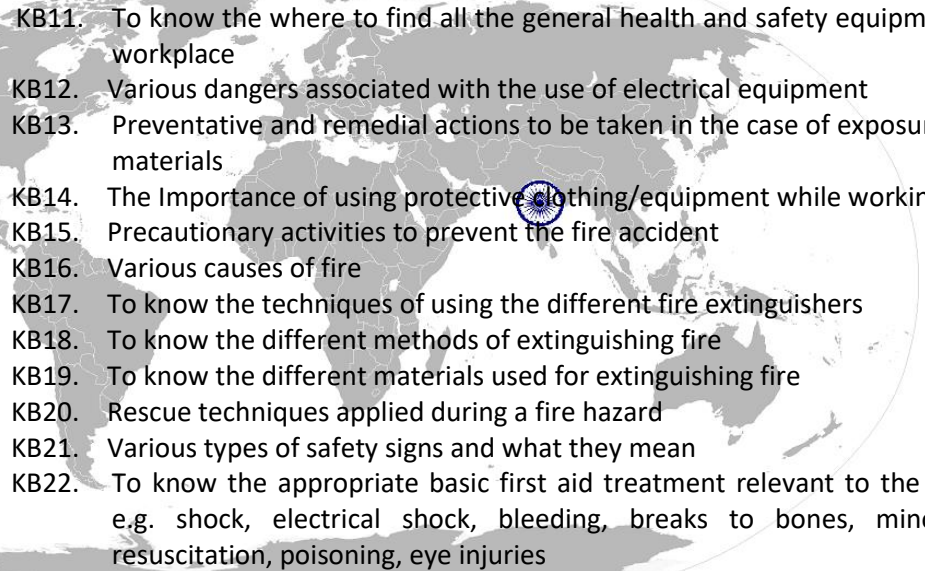
National Occupational Standards	<b>Unit Code</b>	<b>RSC/N4101 (CPC/N0411)</b>
	<b>Unit Title (Task)</b>	<b>Maintain basic health and safety practices at the workplace, 5S</b>
	<b>Description</b>	<p>This OS unit is about knowledge and practices relating to health, safety and security that candidates need to use in the workplace. It covers responsibilities towards self, others, assets and the environment.</p> <p>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>The role holder will be responsible for</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>The individual on the job should ensure to:</p> <p>PC1. Wear protective clothing/equipment for specific tasks and work conditions</p> <p>PC2. Carry out safe working practices while dealing with hazards to ensure the safety of Self and others.</p> <p>PC3. Ensure good housekeeping practices at all times</p>	
<b>Fire safety</b>	<p>The individual on the job should be able to:</p> <p>PC4. Use the various appropriate fire extinguishers on different types of fires correctly</p> <p>PC5. Demonstrate rescue techniques applied during fire hazard, demonstrate good housekeeping in order to prevent fire hazards, demonstrate the correct use of a fire extinguisher.</p>	
<b>Emergencies, rescue and first aid procedures.</b>	<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>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 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>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>B. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</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>
<p><b>B. Technical Knowledge</b></p>	<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>



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

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- KB3. The basic knowledge of risks/hazards associated with each occupation in the organization
  - 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.
  - KB5. The meaning of “hazards” and “risks”
  - KB6. The health and safety hazards commonly present in the work environment and related precautions
  - KB7. The possible causes of risk, hazard or accident in the workplace and why risk and/or accidents are possible
  - KB8. The Possible causes of risk and accident (due to oil leakage)
  - KB9. Methods of accident prevention
  - KB9. Safe working practices when working with tools and machines
  - KB10. Safe working practices while working at various hazardous sites
  - KB11. To know the where to find all the general health and safety equipment in the workplace
  - KB12. Various dangers associated with the use of electrical equipment
  - KB13. Preventative and remedial actions to be taken in the case of exposure to toxic materials
  - KB14. The Importance of using protective clothing/equipment while working
  - KB15. Precautionary activities to prevent the fire accident
  - KB16. Various causes of fire
  - KB17. To know the techniques of using the different fire extinguishers
  - KB18. To know the different methods of extinguishing fire
  - KB19. To know the different materials used for extinguishing fire
  - KB20. Rescue techniques applied during a fire hazard
  - KB21. Various types of safety signs and what they mean
  - KB22. 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
  - KB23. To know the content of written accident report
  - KB24. Potential injuries and ill health associated with incorrect manual handling
  - KB25. Safe lifting and carrying practices
  - KB26. Personal safety, health and dignity issues relating to the movement of a person by others
  - KB27. Potential impact to a person who is moved incorrectly
  - KB28. To have basic knowledge of 5S procedures
  - KB29. To know the various types 5s practices followed in various areas
  - KB30. Understand to the 5S checklists provided in the department/ team
  - KB31. To have skills to identify useful & non useful items
  - KB32. To have knowledge of labels , signs & colours used as indicators
  - KB33. To have knowledge on how to sort and store various types of tools, equipment, material etc.
  - KB34. To know , how to identify various types of waste products
  - KB35. Understand to the impact of waste/ dirt/ dust/unwanted substances on the

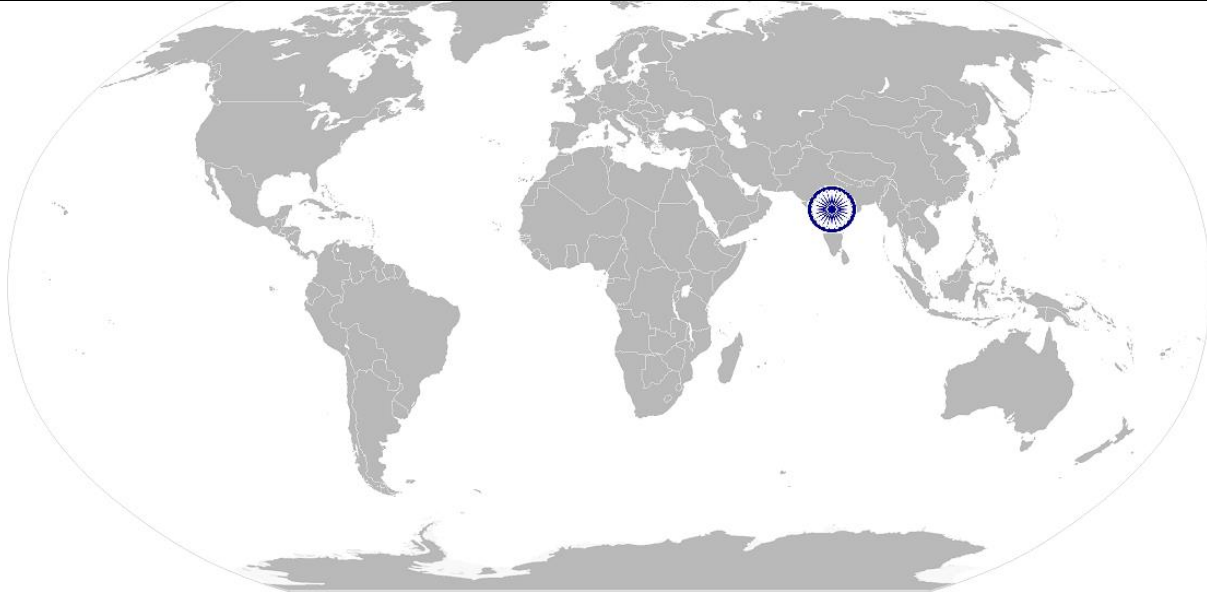
*RSC/N4101 (CPC/N0411) Maintain basic health & Safety Practices at the workplace, 5S*

	process/ environment/ machinery/ human body. KB36. To have knowledge of best ways of cleaning & waste disposal
<b>Skills (S) [Optional]</b>	
<b>Element</b>	<b>Skills</b>
<b>B. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. Understand basic level notes and observations.
	<b>Reading Skills</b>
	<b>The user/individual on the job needs to know and understand about the:</b> SA2. safety instructions put up across the plant premises SA3. Safety precautions mentioned in equipment manuals and panels and understand the potential risks associated
	<b>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>C. Professional Skills</b>	<b>Plan and Organize</b>
	<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 (NSQF)</b>	<b>3.5</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>Manufacturing / 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 Machine operator Assistant – Plastics Processing*

<b>CRITERIA FOR ASSESSMENT OF TRAINEES</b>				
<b>Job Role: Machine Operator Assistant – Plastics Processing</b>				
<b>Qualification Pack Code:RSC/Q4801 (CPC/Q0103)</b>				
<b>Sector Skill Council: Rubber Skill Development Council</b>				
<b>Guidelines for Assessment:</b>				
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 successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.				
<b>Assessable outcome</b>		<b>Marks Allocation</b>		
<b>NOS</b>	<b>Performance Criteria</b>	<b>Total</b>	<b>Theory</b>	<b>Practical</b>
<b>1. RSC/N4801 (CPC/N0109): Familiarization with basic concepts, job requirements &amp; basic related process.</b>	PC1. Discuss the work order ( work output) required from the process and with the supervisor	6	2	4
	PC2. Refer all components / process related documents to understand dimensions and properties of the required work output	6	2	4
	PC3. Understand the process requirements in terms of temperature of the heater, hydraulic pressure/ air pressure/ vacuum pressure, rotating speed of the screw pressure, injection time, refilling time, blowing time etc. as mentioned in the Work Instruction/ SOP/ Control Diagrams	6	2	4
	PC4. Clearly understanding the does and don'ts of the manufacturing process as defined in SOPs/ Work Instructions or defined by supervisors	6	2	4
	PC5. Understand the conversion procedure and process to be adopted for completing the work order from the supervisor by referring the Work Instruction document/ SOP manual	6	2	4
	PC6. Set the various parameters like temperature of the heaters, hydraulic pressure/air pressure/	6	2	4

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	vacuum pressure, rotating speed of the screw, screw pressure, regulating current, flow of coolant/ water etc. before starting the process as per the parameters are mentioned in the Work Instructions/ SOP manual			
	PC7. Understand the raw material like plastics granules, bonding additives etc. required for executing the activity	6	2	4
	PC8. Ensure that the required material is available before starting the process	6	2	4
	PC9. Understand the type of Mould /Die required for executing the required conversion operation and ensure that the same is available for moulding operations	6	2	4
	PC10. Ensure the availability of spare parts for continuous operation of machine	6	2	4
	PC11. Ensure that mould / Die are cleaned properly & no foreign material is entrapped in parts of mould/die.	6	2	4
	PC12. Ensure cleaning of the other moulding machine tools, auxiliaries(if any)	6	2	4
	PC13. Ensure cleaning of the area around the machine for any oil, grease, water etc	6	2	4
	PC14. Consult with superiors in case of any doubt/clarification	2	1	1
	PC15. Self-confidence after resolving the queries to complete the task.	2	1	1
	PC16. Report completion of work to superiors	2	0.5	1.5
	PC17. Good interpersonal relations with superiors & fellow operators.	2	0.5	1.5
	PC18. Disciplined behavior in work place	2	0.5	1.5
	PC19. Good coordination with other department person for getting their support for work.	2	0.5	1.5
	<b>Sub total</b>	<b>90</b>	<b>30</b>	<b>60</b>
<b>2. RSC/N4802 (CPC/N0110) :Basic Knowledge about different plastic material</b>	PC1. Discuss about the type of raw material being used in the industry & for work Order required for the process and with the supervisor	3	1	2
	PC2. Refer all material related documents to understand properties of the required work output and able to identify the material	8	2	6
	PC3. Understand the process requirements for the Plastics material in terms of temperature of the heater, rotating speed of the Screw, pressure, injection as mentioned in the Work Instruction	10	2	8

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	/ SOP / Control Diagrams			
	PC4. Understand the melting temperature, processing temperature etc. for plastic raw material	10	2	8
	PC5. Understand the processing characteristics of the plastics material being used for conversion procedure and process to be adopted for completing the work order from the supervisor by referring the Work Instruction document / SOP manual	10	2	8
	PC6. Ensure that the required material is available before starting the process	10	2	8
	PC7. Ensure that the plastics material is blended with requisite additives	9	1	8
	PC8. Ensure that machine / mould / Die are cleaned properly & no foreign material is entrapped in parts of machine / mould / die.	9	1	8
	PC9. Ensure cleaning of the materials spilled around the machine	7	1	6
	PC10. Ensure cleaning of the area around the machine for any oil, grease, water etc	4	1	3
	<b>Sub total</b>	<b>80</b>	<b>15</b>	<b>65</b>
<b>3. RSC/N4803 (CPC/N0111): Familiarized with various Plastics processing techniques &amp; to assist the Operator in Injection moulding machine, Extrusion, Blow Moulding etc.</b>	PC1. Assist in Planning work schedule in concurrence with Superior	3	1	2
	PC2. Ensure availability of data sheet, manual, work instructions	6	1	5
	PC3. For power supply, hydraulic oil level, water connections	6	2	4
	PC4. Ensure availability of the tools ,materials & ancillary equipments for the work	6	2	4
	PC5. Setup the equipment & machineries as per the job requirement	6	2	4
	PC6. Understand Planning for Minimum wastage & its safe disposal	6	2	4
	PC7. Work in conformance to legal requirements, organizational policies and procedures	6	2	4
	PC8. Ensure that the mould is ready & having no problem in dry run	6	2	4
	PC9. Check material is available for production. If required arrange for pre drying	6	2	4
	PC10. Check the availability & readiness of ancillary equipments like chiller, mould Temperature controller, hopper loader, Cooling towers etc	6	2	4
	PC11. Load the material and pigment (if required) in the hopper	6	2	4

*Qualifications Pack for Machine operator Assistant – Plastics Processing*

PC12.	Observe to Set the parameters of the machine i.e. temperature, pressure, speed etc	6	2	4
PC13.	Check the temperature on the barrel with respect to set temperature	6	1	5
PC14.	Conduct trial run to get sample piece once machine is set with the help of operator	6	1	5
PC15.	Visual check of final product in consultation with operator	6	1	5
PC16.	Carry out post molding operation during the cycle time run such as. trimming, apply protective tapes, putting labels on each product for identification	6	1	5
PC17.	understand the process, their types, operations involved	6	1	5
PC18.	Assist the operator in the work requirements for the process and with the supervisor	6	1	5
PC19.	Refer all components / process related documents to understand dimensions and properties of the required work output	6	1	5
PC20.	Understand the process requirements in terms of tools / mould / die required, temperature of the heater according to plastics material being used, Hydraulic / pneumatic pressure / rotating speed of the screw, Parison formation, Parison Programming, Blowing time etc. as mentioned in the Work Instruction / SOP / Control Diagrams, Clearly understanding the do's and don'ts of the blow molding process as defined in SOPs / Work Instructions or as defined by supervisors	6	1	5
PC21.	Planning work schedule in concurrence with Operator	6	1	5
PC22.	Assist the operator to Obtain and check the data on the job card and carry out functions in line with the responsibilities of job role	6	1	5
PC23.	Ensure availability of data sheet, manual, work instructions	6	1	5
PC24.	Check for power supply, oil level in gear box, water connections	6	1	5
PC25.	Setup the equipment & machineries as per the job requirement	6	1	5
PC26.	Planning for Minimum rejection & its safe reuse/disposal	6	1	5
PC27.	Safety aspects of machine operation	6	1	5
PC28.	Work in conformance to legal requirements,	6	1	5

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	organizational policies and procedures			
	PC29. Check material is available for production. Compounding / Color blending	3	1	2
	PC30. Check the availability & readiness of ancillary equipments like air compressor, hopper loader, dehumidifier, Cooling towers etc	2	1	1
	PC31. Load the material in the hopper	2	0.5	1.5
	PC32. Set the parameters of the machine i.e. temperatures, speeds etc.	2	0.5	1.5
	PC33. Check the temperature on the barrel with respect to set temperature	2	0.5	1.5
	PC34. Conduct trial run to get extruded sample once machine is set	2	0.5	1.5
	PC35. Adjust parameters unless getting final product	2	0.5	1.5
	PC36. Visual check of final product	2	0.5	1.5
	PC37. Corona treatment & printing, if required	2	0.5	1.5
	PC38. Store the final product in specified area	2	0.5	1.5
	PC39. Clean the machine & equipments at regular interval	2	0.5	1.5
	PC40. Work in compliance with specified health and safety standards	2	0.5	1.5
	<b>Sub total</b>	<b>190</b>	<b>45</b>	<b>145</b>
<b>4. RSC/N4101 (CPC/N0411): Maintain basic health and safety practices at the workplace, 5S</b>	PC1. Wear protective clothing/equipment for specific tasks and work conditions	2.5	0.5	2
	PC2. Carry out safe working practices while dealing with hazards to ensure the safety of self and others.	2.5	0.5	2
	PC3. Apply good housekeeping practices at all times	2.5	0.5	2
	PC4. Use the various appropriate fire extinguishers on different types of fires correctly	2.5	0.5	2
	PC5. Demonstrate rescue techniques applied during fire hazard, demonstrate good housekeeping in order to prevent fire hazards, demonstrate the correct use of a fire extinguisher.	2.5	0.5	2
	PC6. Identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals, loud noise, and Identify areas in the plant which are potentially hazardous/unhygienic in nature. Conduct regular checks with support of the maintenance team on machine health to identify potential hazards due to wear and tear of machine.	2.5	0.5	2
	PC7. Inform the concerned authorities on the potential risks identified in the processes, workplace area/ layout, materials used etc, Inform the concerned authorities about machine breakdowns, damages which can potentially harm man/ machine during	2.5	0.5	2



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	operations.			
	PC8. Create awareness amongst other by sharing information on the identified risks.	2.5	0.5	2
	PC9. Follow the sorting process and check that the tools, fixtures & jigs that are lying on workstations are the ones in use and un- necessary items are not cluttering the workbenches or work surfaces.	2.5	0.5	2
	PC10. Ensure segregation of waste in hazardous/ non Hazardous waste as per the sorting work instructions	2.5	0.5	2
	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 PC15. 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	1.5	0.5	1
	PC16. Return the extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area	1.5	0.5	1
	PC17. Follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards.	1.5	0.5	1
	PC18. Follow the proper labelling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists	1.5	0.5	1
	PC19. Check that the items in the respective areas have been identified as broken or damaged	1.5	0.5	1
	PC20. Follow the given instructions and check for levelling of fluids, oils, lubricants, solvents, chemicals etc. and proper storage of the same To avoid spillage, leakage, fire etc.	1.5	0.5	1
	PC21. 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>400</b>	<b>100</b>	<b>300</b>