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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Contents

Introduction

Qualifications Pack- Mould Cleaning and Inspection Operator (Latex)

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Latex

OCCUPATION: Moulding / Curing

REFERENCE ID: RSC/ Q 0215

ALIGNED TO: NCO-2004/NIL

Brief Job Description: A Mould Cleaning and Inspection Operator is responsible to clean and inspect moulds used in the latex rubber products industry.
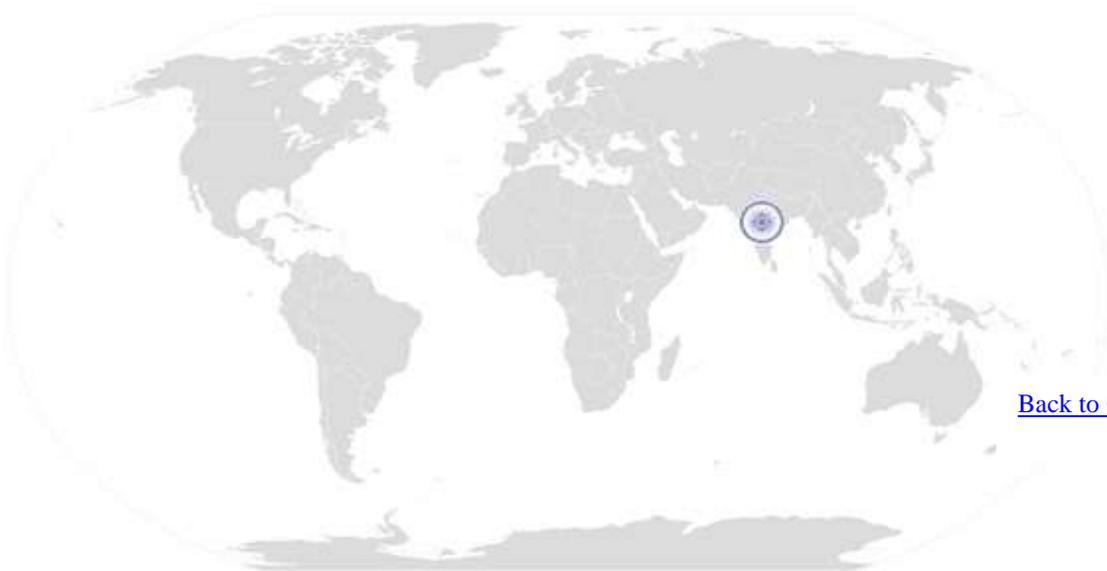
Personal Attributes: This job requires the individual to be a good observer. He should be attentive, careful and determined to perform his job in the best way. Being able to carry out his work independently, he should co-ordinate effectively with other team members to achieve the desired quality of product. He should be active and demonstrate good organizational skills while completing the assigned task in timely manner. He should possess physical fitness and stamina to perform operations in intense physical conditions.

Job Details

Qualifications Pack Code	RSC/ Q 0215		
Job Role	Mould Cleaning and Inspection Operator		
Credits(NSQF)	4	Version number	1.0
Sector	Rubber Manufacturing	Drafted on	02/12/14
Sub-sector	Latex	Last reviewed on	02/12/14
Occupation	Moulding / Curing	Next review date	02/12/15
NSQC Clearnace on	18/06/2015		

Job Role	Mould Cleaning and Inspection Operator
Role Description	A Mould Cleaning and Inspection Operator is responsible to clean and inspect moulds used in the latex rubber products industry.
NSQF level Minimum Educational Qualifications* Maximum Educational Qualifications*	4 - Class X/ITI ITI/Graduate in Science
Training (Suggested but not mandatory)	
Minimum Job Entry Age	18 years
Experience	Worked as a semi-skilled helper for 6-12 months in the same role
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. RSC/ N 0239 (Carry Out Mould Cleaning) 2. RSC/ N 0240 (Inspection of Moulds) 3. RSC/ N 5001 (To carry out housekeeping) 4. RSC/ N 5002 (To carry out reporting and documentation) 5. RSC/ N 5003 (To carry out quality checks) 6. RSC/ N 5004 (To carry out problem identification and escalation) **Optional:** NA
Performance Criteria	As described in the relevant OS units

Definitions

Keywords /Terms	Description
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.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
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.
OS	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard , which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
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.
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.
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.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills or 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.

RSC / N 0239   **Carry Out Mould Cleaning**

National Occupational Standard

Back to QP

Overview

This unit about carrying out mould cleaning.

National Occupational Standard

Unit Code	RSC / N 0239
Unit Title (Task)	Carry Out Mould Cleaning
Description	This unit is about performing mould cleaning.
Scope	This unit/task covers the following: • Ensure housekeeping and safety in work area. • Perform mould cleaning

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Raw material and system appropriateness	To be competent, the user/individual on the job must be able to : PC1. Ensure that the chemicals to be used for cleaning are available as specified in the organization's SOP. PC2. Proper trials have to be conducted before the cleaning operation for confirming cleaning system in operation and chemical usage.
Operation	PC1. Perform on line and off line batch type cleaning process PC2. Take care of mould damages and scratches during manual cleaning of the moulds PC3. Apply chemicals as specified for mould cleaning PC4. Ensure that mould stains should not appear on products PC5. Take the mould to designated area in case of off line cleaning
Health & Safety	PC6. Proper washing of hands to remove chemicals PC7. Precaution for dust / chemical inhaling and handling PC8. Careful handling and working with hot molds wet floor PC9. Adhere to all safety norms (such as wearing protective gloves,masks and shoes) PC10. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.

| Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: KA1. Proper mould cleaning and its importance. KA2. All activities are carried out in a manner that does not cause risk of injury to anyone KA3. Activities are carried out in a manner that does not cause damage to equipment KA4. The material disposal procedure, importance of appropriate disposal of material and implications of not following the material disposal procedure.

|	
	KA5. How to conduct quality and damage checks and their importance.
	KA6. Risk and impact of not following defined procedures/work instructions.
	KA7. The escalation matrix for reporting identified issues.
	KA8. Types of documentation in the organization and their importance.
	KA9. Records to be maintained and the implications of their non-maintenance.
	KA10. Importance of housekeeping and good shopfloor practices
	KA11. Health, safety and environment guidelines, legislations and regulations, as applicable.
	KA12. Personal protection (which protective equipment to be used and how).
	KA13. Impact of poor practices on health, safety and environment.
	KA14. Potential hazards and actions to minimize them.
	KA15. The escalation matrix and procedures for reporting hazards.
	KA16. Impact of various practices on cost, quality, productivity, delivery and safety.
	KA17. Handover/Takeover of the equipment/work area as per organizational SOP.
B. Technical Knowledge	The user/individual on the job needs to know and understand:
	KB1. Chemical usage for mould cleaning
	KB2. Proper use of cleaning agent and cleaning system
	KB3. Properties of latex rubber and latex rubber products
	KB4. Impact of wrong weighing of cleaning agents and duration of soaking etc.
	KB5. Importance of preserving shelf life of moulds by avoiding faulty cleaning methods
	KB6. Method of mold cleaning and intervals
	KB7. Proper neutralization technique, form corrosive chemicals ,if used
	KB8. Importance of maintain proper posture while undertaking physical activities such as lifting heavy objects and handling of corrosive substances
	KB9. Process of continuous and batch process manufacturing technology
	KB10. Implications of mould stains on products
	KB11. Effect of product damage because of improper mould cleaning
	KB12. Importance of proper handling of mould damages and scratches during manual cleaning of the moulds and taking corrective action
	KB13. Potential problems in mould cleaning operation
	KB14. Disposal of the scrap material .
Skills (S)	
	Writing Skills
A. Core Skills/ Generic Skills	The user/ individual on the job needs to know and understand how to:
	SA1. Construct simple sentences and express ideas clearly through written communication
	SA2. Fill up appropriate technical forms , activity logs in required format of the company
	SA3. Write simple letters, mails, etc
	SA4. Perform basic mathematical functions

	Reading and Understanding Skills
	The user/individual on the job needs to know and understand how to: SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams SA7. Understand the various coding systems as per company norms
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA8. Express statements, opinions or information clearly so that others can hear and understand SA9. Respond appropriately to any queries SA10. Communicate with supervisor SA11. Communicate with upstream and downstream teams SA12. Work in a team and other behavioral skills required to support the group activities
	Integrity
	The user/individual on the job needs to know and understand how to: SA13. Practice honesty with respect to company's property and time SA14. Communicate with people in a form and manner and using language that is open and respectful SA15. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust
	Motivation
	The user/individual on the job needs to know and understand how to: SA16. Take responsibility for completing one's own work assignment SA17. Take initiative to enhance/learn skills in ones's area of work SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning. SA19. Is open to new ways of doing things SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.
	Reliability
	The user/individual on the job needs to know and understand how to: SA21. Avoid absenteeism SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations SA23. Work in disciplined factory environment SA24. Be punctual
B. Professional Skills	**Material and Equipment Handling**
	The user/individual on the job needs to know and understand how to:

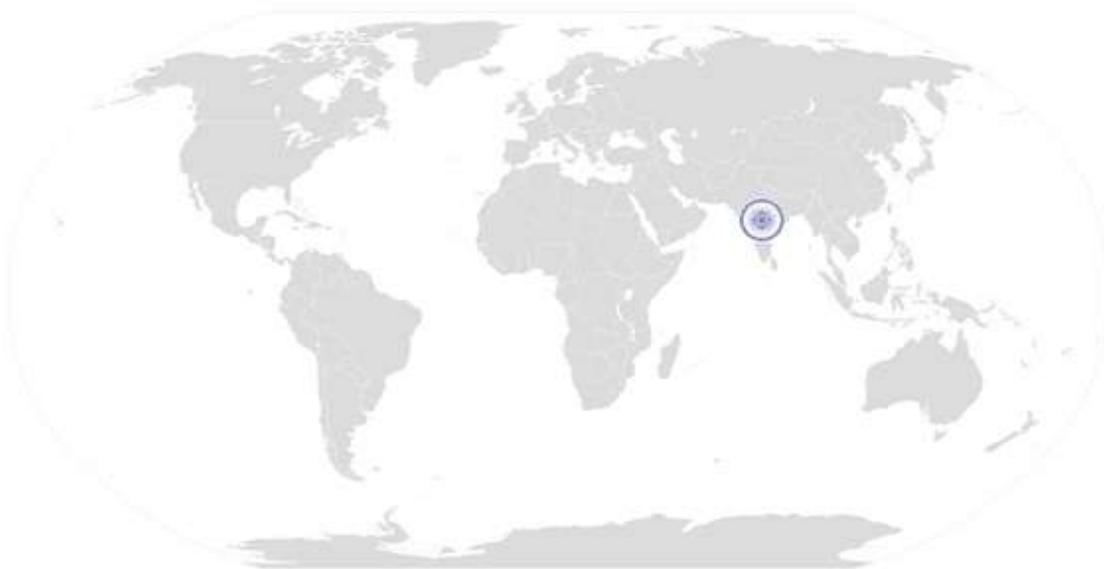| | SB1. Handle moulds |
	SB2. Handle hazardous chemicals
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB1. Identify damaged and affected areas in the mould based on visual inspection.
	SB2. Suggest improvements(if any) in process based on experience
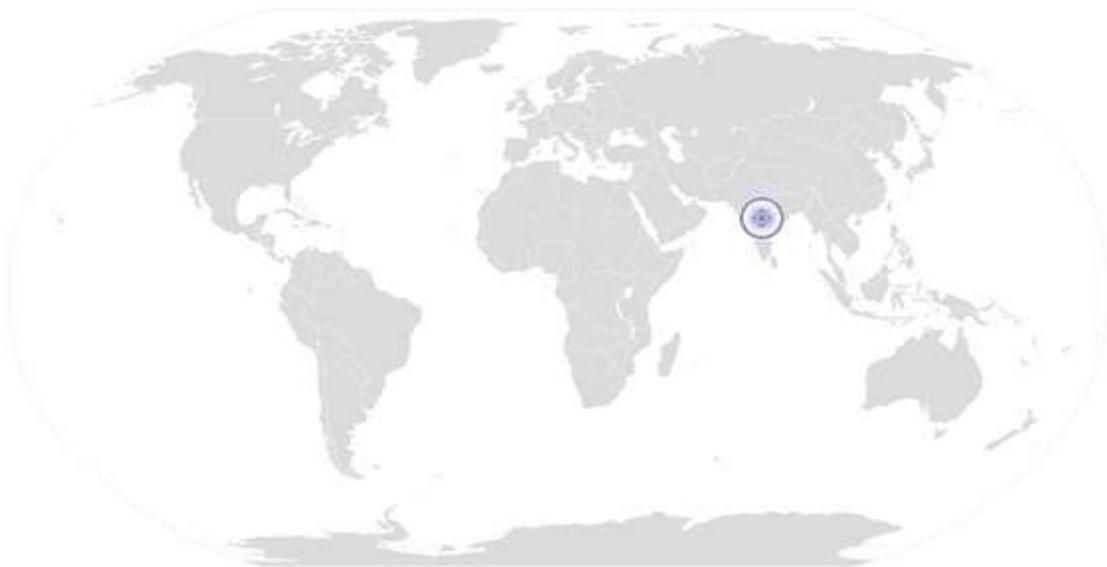
NOS Version Control

NOS Code	RSC / N 0239		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	02/12/14
Industry Sub-sector	Latex	Last reviewed on	02/12/14
Occupation	Moulding / Curing	Next review date	02/12/15
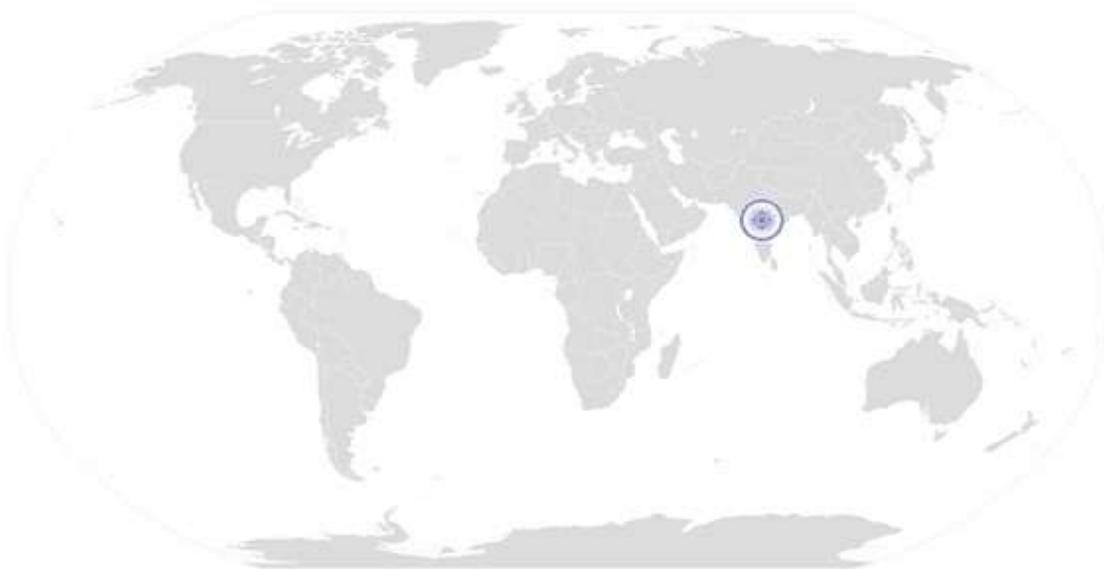
National Occupational Standard

Overview

This unit is about undertaking inspection of the cleaned moulds.

National Occupational Standard

Unit Code	RSC / N 0240
Unit Title (Task)	Inspection of Moulds
Description	This unit is about undertaking the inspection of the cleaned moulds.
Scope	This unit/task covers the following: • Carry out inspection of the cleaned moulds • Report any wear and tear of molds affected during cleaning operations to the Supervisor and take corrective action as directed

Performance Criteria (PC) w.r.t. the Scope

Element	Performance Criteria
Operation	To be competent, the user/individual on the job must be able to PC1. Inspect the cleaned mould properly PC2. Report any wear and tear to the Supervisor and take corrective action as directed
Material disposal	PC3. Dispose of damaged moulds safely, as per organizational SOP.
Health & Safety	PC4. Adhere to all safety norms (such as wearing protective gloves , shoes, safety masks etc). PC5. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.

Knowledge and Understanding (K)

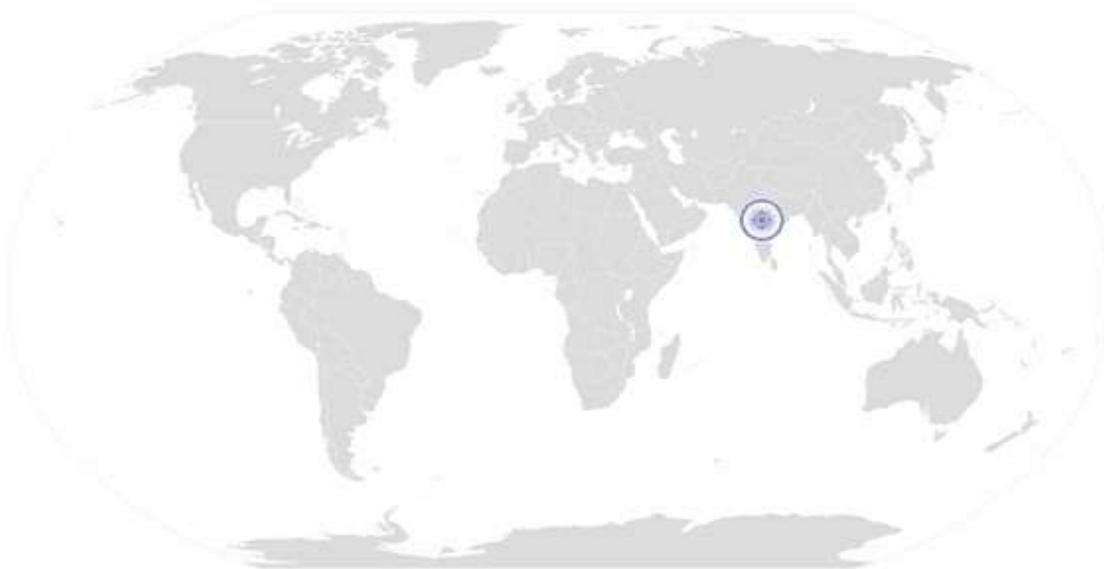| A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. Implications of improper inspection on thequality of final product. KA2. Risk and impact of not following defined procedures/work instructions. KA3. The escalation matrix and procedures for reporting identified problems. KA4. Types of documentation in the organization and their importance. KA5. Records to be maintained and the implications of their non-maintenance. KA6. Health, safety, and environment guidelines, legislations and regulations as applicable. KA7. Personal protection (which protective equipment to be used and how).

B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Importance of improper inspection. KB2. Proper handling of damaged moulds KB3. Implications of not reporting the identified wear and tear in timely manner KB4. Importance of following corrective action as directed KB5. Chemicals used for mould cleaning

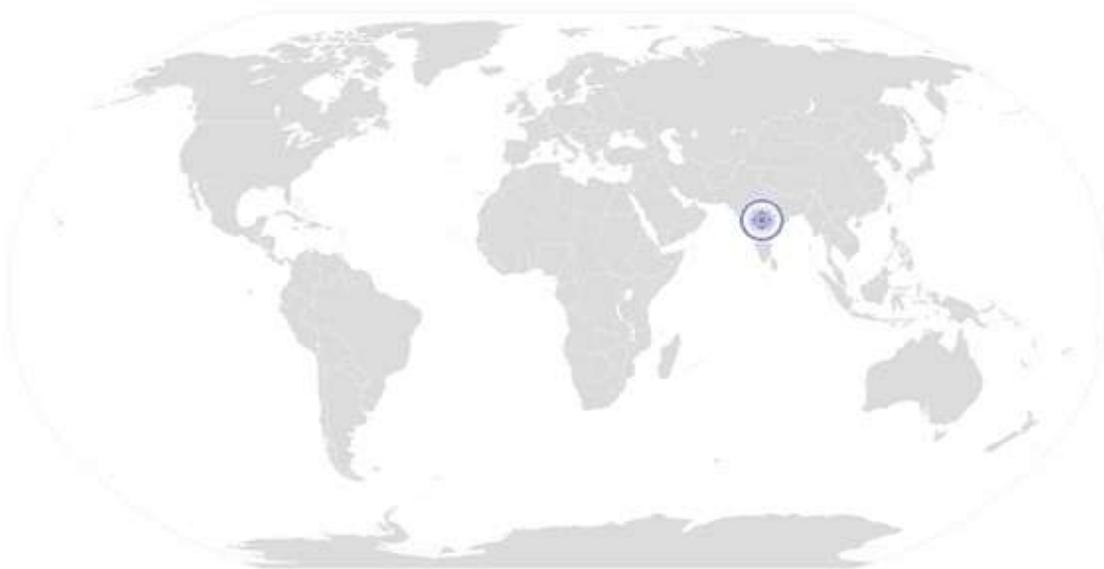| **Skills (S)**	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform basic mathematical operations
	Reading and Understanding Skills
	The user/individual on the job needs to know and understand how to: SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams SA7. Understand the various coding systems as per company norms
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA8. Express statements, opinions or information clearly so that others can hear and understand SA9. Respond appropriately to any queries SA10. Communicate with supervisor SA11. Communicate with upstream and downstream teams SA12. Work in a team and other behavioral skills required to support the group activities
	Integrity
	The user/individual on the job needs to know and understand how to: SA13. Practice honesty with respect to company property and time SA14. Communicate with people in a form and manner and using language that is open and respectful SA15. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust

	Motivation		
	The user/individual on the job needs to know and understand how to:		
	SA16. Take responsibility for completing one's own work assignment		
	SA17. Take initiative to enhance/learn skills in ones's area of work		
	SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning.		
	SA19. Is open to new ways of doing things		
	SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.		
	Reliability		
	The user/individual on the job needs to know and understand how to:		
	SA21. Avoid absenteeism		
	SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations		
	SA23. Work in disciplined factory environment		
	SA24. Be punctual		
B. Professional Skills	**Material and Equipment Handling**		
	The user/individual on the job needs to know and understand how to:		
	SB1. Handle moulds.		
	Analytical Thinking		
	The user/individual on the job needs to know and understand how to:		
	SB2. Diagnose common problems in the moulds based on visual inspection		
	SB3. Suggest corrective actions based on experience		

NOS Version Control

NOS Code	RSC / N 0240		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	02/12/14
Industry Sub-sector	Latex	Last reviewed on	02/12/14
Occupation	Moulding / Curing	Next review date	02/12/15

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National Occupational Standard

Overview

This unit is about carrying out housekeeping

National Occupational Standard

Unit Code	RSC / N 5001
Unit Title (Task)	**To carry out housekeeping**
Description	This unit is about carrying out housekeeping activities
Scope	This unit/task covers the following: • Preparing for housekeeping activities • Carry out housekeeping activities • Post housekeeping activities

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Pre housekeeping activities	To be competent, the user/individual on the job must be able to: PC1. Inspect the area while taking into account various surfaces PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain PC3. Ensure that the cleaning equipment is in proper working condition PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces PC6. Inform the affected people about the cleaning activity PC7. Display the appropriate signage for the work being conducted PC8. Ensure that there is adequate ventilation for the work being carried out PC9. Wear the personal protective equipment required for the cleaning method and materials being used
Operations	PC10. Use the correct cleaning method for the work area, type of soiling and surface PC11. Carry out cleaning activity without disturbing others PC12. Deal with accidental damage, if any, caused while carrying out the work PC13. Report to the appropriate person any difficulties in carrying out your work PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill
Post housekeeping activities	PC15. Ensure that there is no oily substance on the floor to avoid slippage PC16. Ensure that no scrap material is lying around PC17. Maintain and store housekeeping equipment and supplies

	PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process
	PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements
	PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored
	PC21. Dispose the waste garnered from the activity in an appropriate manner
	PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly
General	PC23. Maintain schedules and records for housekeeping duty
	PC24. Replenish any necessary supplies or consumables

| **Knowledge and Understanding (K)**	
B. Technical Knowledge	The user/individual on the job needs to know and understand:
	KB1. The levels of hygiene required by workplace and why it is important to maintain them during your work
	KB2. How to inspect a work area to decide what cleaning it needs
	KB3. Methods and materials that used for cleaning variety of surfaces
	KB4. The types of cleansing agents that are not to be mixed together
	KB5. The correct method for cleaning equipment and/or machinery used during your work
	KB6. The importance of personal protective equipment
	KB7. Appropriate personal protective equipment for the work area,cleaning equipment, tools, materials and chemicals used
	KB8. The correct sequence for cleaning the work area
	KB9. The time taken by the treatment to work
	KB10. The importance of following manufacturer's instructions on cleaning agents
	KB11. The most appropriate place to carry out test cleans and why this should be done before applying treatments
	KB12. The importance of applying treatments evenly and the effect of not doing this
	KB13. Process of cleaning the surfaces without causing injury or damage
	KB14. The method to check the treated surface and equipment on completion of cleaning
	KB15. Procedures for reporting any unidentified soiling
	KB16. Procedures for disposing off waste
	KB17. Procedures for disposing off or storing personal protective equipment
	KB18. Escalation procedures for soils or stains that could not be removed

Skills (S)		
	Writing Skills	
	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes	
	Reading and Understanding Skills	
	The user/individual on the job needs to know and understand how to: SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams SA7. Understand the various coding systems as per company norms	
	Oral Communication (Listening and Speaking skills)	
A. Core Skills/ Generic Skills	The user/individual on the job needs to know and understand how to: SA8. Express statements, opinions or information clearly so that others can hear and understand SA9. Respond appropriately to any queries SA10. Communicate with supervisor SA11. Communicate with upstream and downstream teams SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)	
	Integrity	
	The user/individual on the job needs to know and understand how to: SA13. Practice honesty with respect to company property and time SA14. Communicate with people in a form and manner and using language that is open and respectful SA15. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust	
	Motivation	
	The user/individual on the job needs to know and understand how to: SA16. Take responsibility for completing one's own work assignment SA17. Take initiative to enhance/learn skills in ones's area of work SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning.	

	SA19. Is open to new ways of doing things
	SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.
	Reliability
	The user/individual on the job needs to know and understand how to:
	SA21. Avoid absenteeism
	SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
	SA23. Work in disciplined factory environment
	SA24. Be punctual

NOS Version Control

NOS Code	RSC / N 5001		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	04/06/14
Industry Sub-sector	Latex	Last reviewed on	14/06/14
Occupation	Moulding / Curing	Next review date	14/06/15
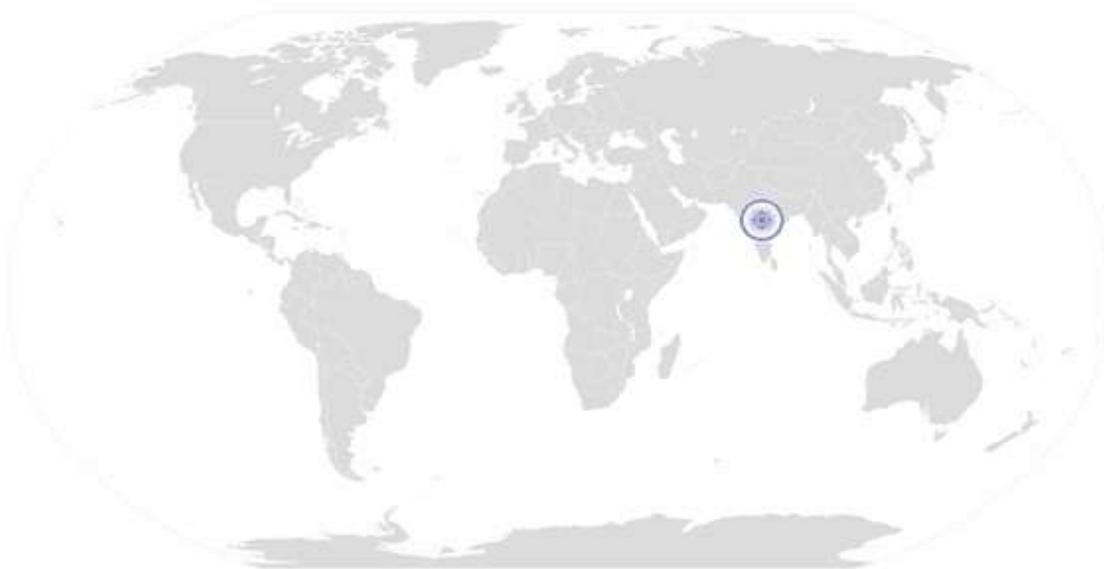
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National Occupational Standard
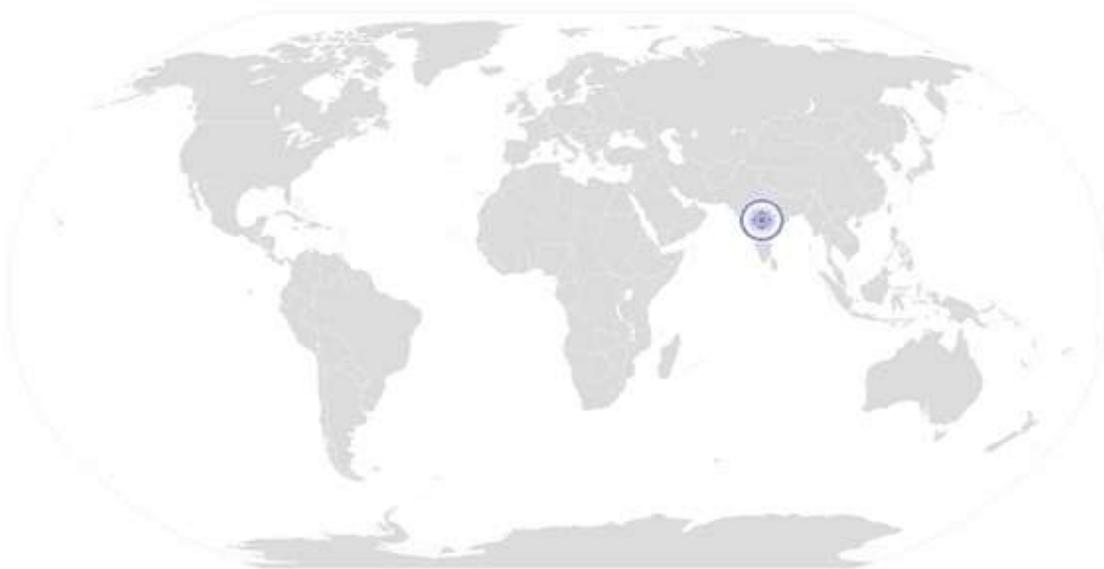
Overview

This unit is about reporting and documentation

Unit Code	RSC / N 5002
Unit Title (Task)	To carry out reporting and documentation
Description	This unit is about carrying out reporting and documentation
Scope	This unit/task covers the following: • Reporting of data/problem/incidents etc • Documentation • Information Security

National Occupational Standard

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Reporting	To be competent, the user/individual on the job must be able to: PC1. Report data/problems/incidents as applicable in a timely manner PC2. Report to the appropriate authority as laid down by the company PC3. Follow reporting procedures as prescribed by the company
Recording and Documentation	PC4. Identify documentation to be completed relating to one's role PC5. Record details accurately an appropriate format PC6. Complete all documentation within stipulated time according to company procedure PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly PC8. Make sure documents are available to all appropriate authorities to inspect
Information Security	PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures PC10. Inform the appropriate authority of requests for information received

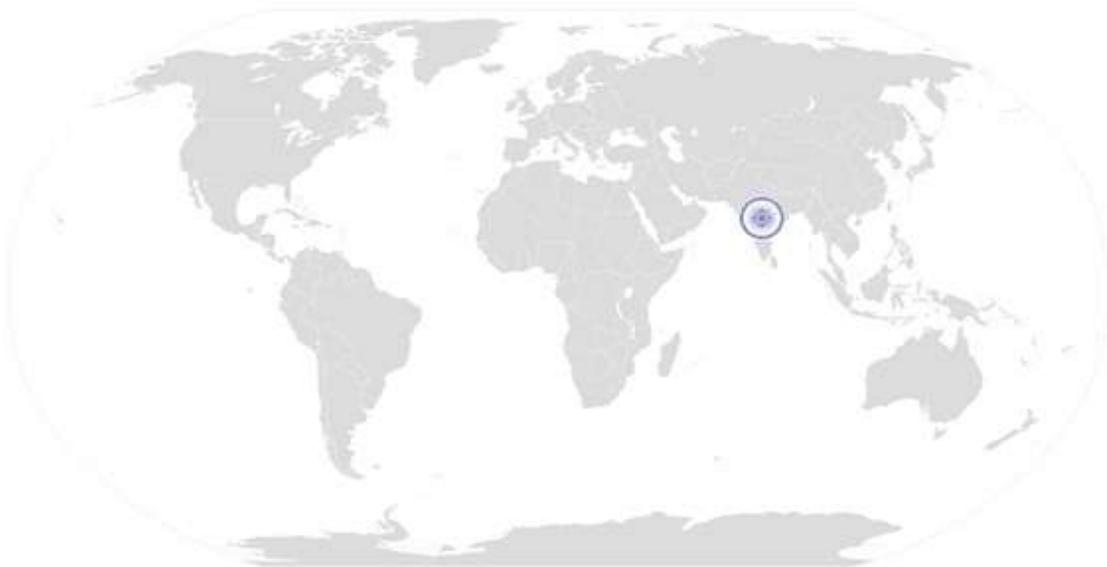| **Knowledge and Understanding (K)**	
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Different methods of recording information KB2. Various documents that need to be maintained KB3. Company procedure for filling/maintaining up the documents KB4. Procedures for reporting to the appropriate authority KB5. Procedures for recording damage, breakages etc KB6. Reporting incidents where standard operating procedures are not followed KB7. The importance of complete and accurate documentation KB8. How to maintain complete documentation accurately and within agreed

	timescales
	KB9. The importance of ensuring that the documents are correct
	KB10. The actions to be taken if the documents are not correct
	KB11. The importance of maintaining the security and confidentiality of recorded information
	KB12. Procedures to maintain confidentiality of information
	KB13. The appropriate method for responding to requests for information
	KB14. The reporting procedures to followed before disclosing information to any outside party

Skills (S)

	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Construct simple sentences and express ideas clearly through written communication
	SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company
	SA3. Write simple letters, mails, etc
	SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes
	Reading and Understanding Skills
	The user/individual on the job needs to know and understand how to:
A. Core Skills/ Generic Skills	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	SA6. Read images, graphs, diagrams
	SA7. Understand the various coding systems as per company norms
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA8. Express statements, opinions or information clearly so that others can hear and understand
	SA9. Respond appropriately to any queries
	SA10. Communicate with supervisor
	SA11. Communicate with upstream and downstream teams
	SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)
	Integrity

	The user/individual on the job needs to know and understand how to:
	SA13. Practice honesty with respect to company property and time
	SA14. Communicate with people in a form and manner and using language that is open and respectful
	SA15. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust
	Motivation
	The user/individual on the job needs to know and understand how to:
	SA16. Take responsibility for completing one's own work assignment
	SA17. Take initiative to enhance/learn skills in ones's area of work
	SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning.
	SA19. Is open to new ways of doing things
	SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.
	Reliability
	The user/individual on the job needs to know and understand how to:
	SA21. Avoid absenteeism
	SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
	SA23. Work in disciplined factory environment
	SA24. Be punctual

NOS Version Control

NOS Code	RSC / N 5002		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	04/06/14
Industry Sub-sector	Latex	Last reviewed on	14/06/14
Occupation	Moulding / Curing	Next review date	14/06/15

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National Occupational Standard

Overview

This unit is about carrying out quality checks

Unit Code	RSC / N 5003
Unit Title (Task)	**To carry out quality checks**
Description	This unit is about carrying out quality control activities
Scope	This unit/task covers the following: • Carrying out quality checks to identify problems • Take corrective actions • Reporting the results

National Occupational Standard

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Inspection	To be competent, the user/individual on the job must be able to: PC1. Ensure that total range of checks are regularly and consistently performed PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required
Analysis	PC3. Identify non-conformities to quality assurance standards PC4. Identify potential causes of non-conformities to quality assurance standards PC5. Identify impact on final product due to non-conformance to company standards PC6. Evaluating the need for action to ensure that problems do not recur PC7. Suggest corrective action to address problem PC8. Review effectiveness of corrective action
Reporting	PC9. Interpret the results of the quality check correctly PC10. Take up results of the findings with QC in charge/appropriate authority. PC11. Take up the results of the findings within stipulated time PC12. Record of results of action taken PC13. Record adjustments not covered by established procedures for future reference PC14. Review effectiveness of action taken PC15. Follow reporting procedures where the cause of defect cannot be identified

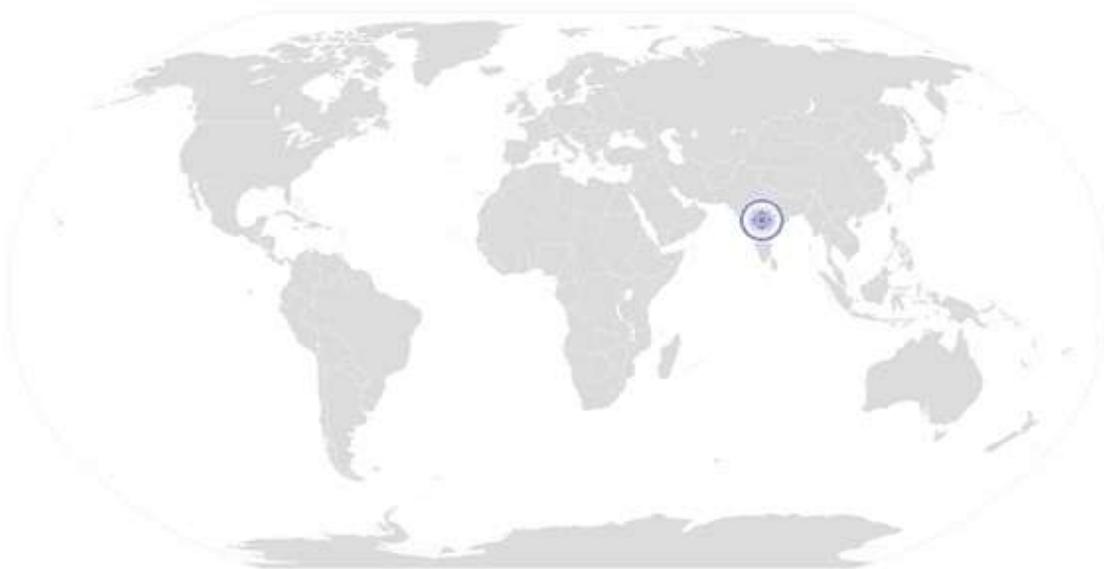| Knowledge and Understanding (K)	
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The importance of quality control procedures KB2. Relevance and importance of activities and how they contribute to the

achievement of the quality objectives,

KB3. Proper procedure for selecting the material/product and performing quality checks without affecting the material

KB4.   Availability of work instructions, as necessary,

KB5. Characteristics of the product/material

KB6.   Use of suitable equipment

KB7.   Availability and use of monitoring and measuring devices,

KB8. Requirements of records

KB9. Importance of maintaining accurate up-to-date records

KB10. The need to report within the stipulated time

KB11. Implications of inaccurate measuring and testing instruments and equipment

KB12. The cost of non-conformance to quality standards

KB13. Implications (impact on internal/external customers) of defective products, materials or components

Skills (S)

A. Core Skills/ Generic Skills	**Writing Skills**
	The user/ individual on the job needs to know and understand how to:
	SA1. Construct simple sentences and express ideas clearly through written communication
	SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company
	SA3. Write simple letters, mails, etc
	SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes
	Reading and Understanding Skills
	The user/individual on the job needs to know and understand how to:
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	SA6. Read images, graphs, diagrams
	SA7. Understand the various coding systems as per company norms
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA8. Express statements, opinions or information clearly so that others can hear and understand
	SA9. Respond appropriately to any queries
	SA10. Communicate with supervisor
	SA11. Communicate with upstream and downstream teams
	SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)

	Integrity
	The user/individual on the job needs to know and understand how to:
	SA13. Practice honesty with respect to company property and time
	SA14. Communicate with people in a form and manner and using language that is open and respectful
	SA15. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust
	Motivation
	The user/individual on the job needs to know and understand how to:
	SA16. Take responsibility for completing one's own work assignment
	SA17. Take initiative to enhance/learn skills in ones's area of work
	SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning.
	SA19. Is open to new ways of doing things
	SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.
	Reliability
	The user/individual on the job needs to know and understand how to:
	SA21. Avoid absenteeism
	SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
	SA23. Work in disciplined factory environment
	SA24. Be punctual

NOS Version Control

NOS Code	RSC / N 5003		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	04/06/14
Industry Sub-sector	Latex	Last reviewed on	14/06/14
Occupation	Moulding / Curing	Next review date	14/06/15

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RSC / N 5004   **To Carry Out Problem Identification And Escalation**

National Occupational Standard

Overview

This unit is about problem identification and escalation

National Occupational Standard

Unit Code	RSC / N 5004
Unit Title (Task)	**To carry out problem identification and escalation**
Description	This unit is about problem identification and escalation

Scope	This unit/task covers the following:
	
	• Identify problems across:
	
	  - Raw materials
	  - Compounds
	  - Product
	  - Equipment
	  - Others
	
	• Identify solutions to problems
	• Take corrective action
	• Escalation of unresolved identified problems

| Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Problem Identification	To be competent, the user/individual on the job must be able to: PC1. Identify defects/indicators of problems PC2. Identify any wrong practices that may lead to problems PC3. Identify practices that may impact the final product quality PC4. Identify if the problem has occurred before PC5. Identify other operations that might be impacted by the problem PC6. Ensure that no delays are caused as a result of failure to escalate problems
Necessary Action	PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required) PC8. Consider possible reasons for identification of problems PC9. Consider applicable corrections and formulate corrective action PC10. Formulate action in a timely manner PC11. Communicate problem/remedial action to appropriate parties PC12. Take corrective action in a timely manner PC13. Take corrective action for problems identified according to the company procedures PC14. Report/document problem and corrective action in an appropriate manner PC15. Monitor corrective action PC16. Evaluate implementation of corrective action taken to determine if the

	problem has been resolved
	PC17. Ensure that corrective action selected is viable and practical
	PC18. Ensure that correct solution is identified to an identified problem
	PC19. Take corrective action for problems identified according to the company procedures
	PC20. Ensure that no delays are caused as a result of failure to take necessary action
Problem Escalation	PC21. Escalate problem as per laid down escalation matrix
	PC22. Escalate the problem within stipulated time
	PC23. Escalate the problem in an appropriate manner
	PC24. Ensure that no delays are caused as a result of failure to escalate problems

Knowledge and Understanding (K)	
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Indicators of problems KB2. The working of the equipment and accessories(if applicable) KB3. The impact of operations on the user and equipment(if applicable) KB4. The impact of operations on the final product (if applicable) KB5. The effect of not rectifying the problems identified KB6. The reason for the occurrence of previous problems KB7. Measures and steps that have been taken to address the previous problems KB8. Possible solutions for various problems KB9. The correct method for carrying out corrective actions outlined for each problem KB10. The impact of not carrying out the corrective actions KB11. The documentation procedure for recording such problems, as per company norms KB12. The escalation matrix for reporting problems KB13. Escalation matrix for reporting unresolved problems KB14. The time frame within which in which each problem needs to be escalated KB15. Manner in which each problem needs to be escalated

Skills (S)	
	Writing Skills
A. Core Skills/ Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as

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NOS Version Control

NOS Code	RSC / N 5004		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	04/06/14
Industry Sub-sector	Latex	Last reviewed on	14/06/14
Occupation	Moulding / Curing	Next review date	14/06/15

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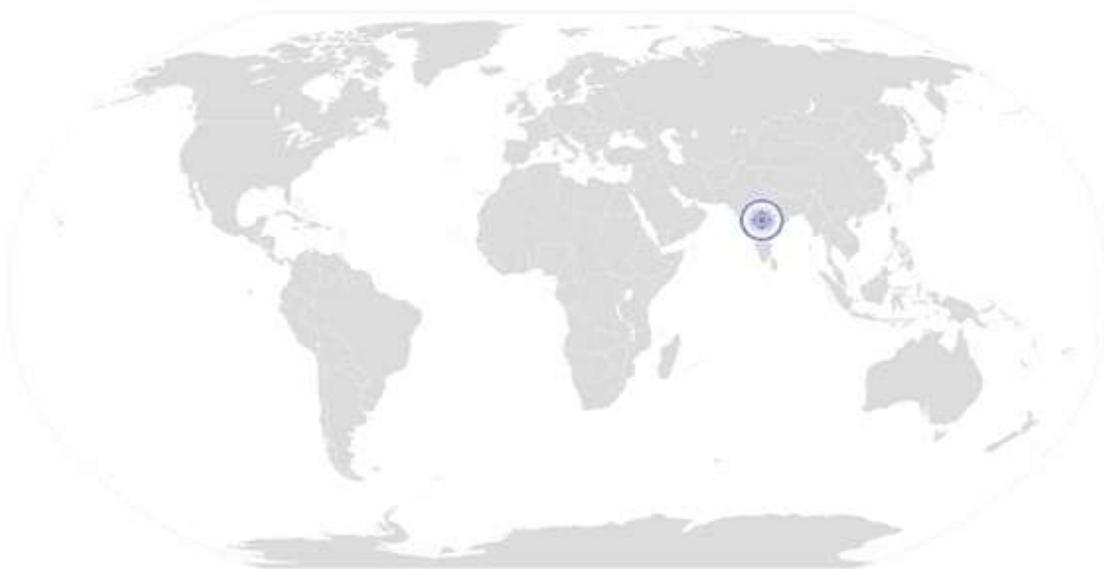
CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role   Mould Cleaning and Inspection Operator (Latex)

Qualification Pack   RSC/ Q 0215

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 lay down 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 center (as per assessment criteria below)

4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center 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

NOS	Elements	Performance Criteria	Marks Allocation		
			Total	Theory	Practical
RSC / N 0239 Carry Out Mould Cleaning	Raw material and system appropriateness	PC1. Ensure that the chemicals to be used for cleaning are available as specified in the organization's SOP.	10	4	6
		PC2. Proper trials have to be conducted before the cleaning operation for confirming cleaning system in operation and chemical usage.	3	3	0

	Operation	PC3. Perform on line and off line batch type cleaning process	16	4	12
		PC4. Take care of mould damages and scratches during manual cleaning of the moulds	16	4	12
		PC5. Apply chemicals as specified for mould cleaning	12	4	8
		PC6. Ensure that mould stains should not appear on products	9	4	5
		PC7. Take the mould to designated area in case of off line cleaning	4	4	0
	Health & Safety	PC8. Proper washing of hands to remove chemicals	8	2	6
		PC9. Precaution for dust / chemical inhaling and handling	8	4	4
		PC10. Careful handling and working with hot molds wet floor	7	3	4
		PC11. Adhere to all safety norms (such as wearing protective gloves,masks and shoes)	5	2	3
		PC12. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	2	2	0
			100	40	60
RSC / N 0240Inspection of Moulds	Operation	PC1. Inspect the cleaned mould properly	35	15	20
		PC2. Report any wear and tear to the Supervisor and take corrective action as directed	20	15	5
	Material disposal	PC3. Dispose of damaged moulds safely, as per organizational SOP.	15	10	5
	Health & Safety	PC4. Adhere to all safety norms (such as wearing protective gloves , shoes, safety masks etc).	20	15	5
		PC5. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	10	5	5
			100	60	40
RSC/N5001 To Carry Out Housekeeping	Pre housekeeping activities	PC1. Inspect the area while taking into account various surfaces	3	3	0
		PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain	3	3	0
		PC3. Ensure that the cleaning equipment is in proper working	3	3	0

		condition			
		PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person	3	3	0
		PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces	3	3	0
		PC6. Inform the affected people about the cleaning activity	2	2	0
		PC7. Display the appropriate signage for the work being conducted	3	3	0
		PC8. Ensure that there is adequate ventilation for the work being carried out	3	3	0
		PC9. Wear the personal protective equipment required for the cleaning method and materials being used	3	3	0
	Operations	PC10. Use the correct cleaning method for the work area, type of soiling and surface	3	3	0
		PC11. Carry out cleaning activity without disturbing others	3	3	0
		PC12. Deal with accidental damage, if any, caused while carrying out the work	3	3	0
		PC13. Report to the appropriate person any difficulties in carrying out your work	3	3	0
		PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill	3	3	0
	Post housekeeping activities	PC15. Ensure that there is no oily substance on the floor to avoid slippage	9	3	6
		PC16. Ensure that no scrap material is lying around	9	3	6
		PC17. Maintain and store housekeeping equipment and supplies	3	3	0
		PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process	3	3	0
		PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements	8	2	6

		PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored	3	3	0
		PC21. Dispose the waste garnered from the activity in an appropriate manner	9	3	6
		PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly	9	3	6
	General	PC23. Maintain schedules and records for housekeeping duty	3	3	0
		PC24. Replenish any necessary supplies or consumables	3	3	0
			100	70	30
RSC/N5002 To Carry Out Reporting And Documentation	Reporting	PC1. Report data/problems/incidents as applicable in a timely manner	12	8	4
		PC2. Report to the appropriate authority as laid down by the company	12	8	4
		PC3. Follow reporting procedures as prescribed by the company	12	8	4
	Recording and Documentation	PC4. Identify documentation to be completed relating to one's role	10	6	4
		PC5. Record details accurately an appropriate format	16	6	10
		PC6. Complete all documentation within stipulated time according to company procedure	14	4	10
		PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly	6	4	2
		PC8. Make sure documents are available to all appropriate authorities to inspect	6	4	2
	Information Security	PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures	6	6	0
		PC10. Inform the appropriate authority of requests for information received	6	6	0
			100	60	40

RSC/N5003 To Carry Out Quality Checks	Inspection	PC1. Ensure that total range of checks are regularly and consistently performed	24	10	14
		PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required	24	10	14
	Analysis	PC3. Identify non-conformities to quality assurance standards	6	4	2
		PC4. Identify potential causes of non-conformities to quality assurance standards	5	3	2
		PC5. Identify impact on final product due to non-conformance to company standards	5	3	2
		PC6. Evaluating the need for action to ensure that problems do not recur	6	4	2
		PC7. Suggest corrective action to address problem	5	3	2
		PC8. Review effectiveness of corrective action	5	3	2
	Reporting	PC9. Interpret the results of the quality check correctly	4	4	0
		PC10. Take up results of the findings with QC in charge/appropriate authority.	3	3	0
		PC11. Take up the results of the findings within stipulated time	3	3	0
		PC12. Record of results of action taken	3	3	0
		PC13. Record adjustments not covered by established procedures for future reference	3	3	0
		PC14. Review effectiveness of action taken	2	2	0
		PC15. Follow reporting procedures where the cause of defect cannot be identified	2	2	0
			100	60	40
RSC/N5004 To Carry Out Problem Identification And Escalation	Problem Identification	PC1. Identify defects/indicators of problems	7	4	3
		PC2. Identify any wrong practices that may lead to problems	6	3	3
		PC3. Identify practices that may impact the final product quality	6	3	3
		PC4. Identify if the problem has occurred before	5	3	2
		PC5. Identify other operations that might be impacted by the problem	6	4	2

		PC6. Ensure that no delays are caused as a result of failure to escalate problems	5	3	2
	Necessary Action	PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required)	8	5	3
		PC8. Consider possible reasons for identification of problems	8	5	3
		PC9. Consider applicable corrections and formulate corrective action	3	3	0
		PC10. Formulate action in a timely manner	3	3	0
		PC11. Communicate problem/remedial action to appropriate parties	7	5	2
		PC12. Take corrective action in a timely manner	2	2	0
		PC13. Take corrective action for problems identified according to the company procedures	2	2	0
		PC14. Report/document problem and corrective action in an appropriate manner	8	5	3
		PC15. Monitor corrective action	2	2	0
		PC16. Evaluate implementation of corrective action taken to determine if the problem has been resolved	2	2	0
		PC17. Ensure that corrective action selected is viable and practical	2	2	0
		PC18. Ensure that correct solution is identified to an identified problem	2	2	0
		PC19. Take corrective action for problems identified according to the company procedures	1	1	0
		PC20. Ensure that no delays are caused as a result of failure to take necessary action	1	1	0
	Problem Escalation	PC21. Escalate problem as per laid down escalation matrix	4	3	1
		PC22. Escalate the problem within stipulated time	4	3	1
		PC23. Escalate the problem in an appropriate manner	3	2	1
		PC24. Ensure that no delays are caused as a result of failure to escalate problems	3	2	1

| | | | 100 | 70 | 30 | |