

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR RUBBER 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- Manager –Production (CENEX)

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Natural Rubber (NR) Plantation

OCCUPATION: Production - NR

REFERENCE ID: RSC/ Q 6110

ALIGNED TO: NCO-2004/Nil

Brief Job Description: He is in overall charge and responsible for running the factory smoothly. He has to manage all types of work in the cenex factory. He is responsible for effectively supervising and coordinating the work in the factory including motivating the staff.

Personal Attributes: He should have good leadership quality and capable of motivating his staff. He should be a dedicated and intelligent person with decision making capacity and diplomatic skills.

Qualifications Pack For Manager-Production(CENEX)

Job Details	Qualifications Pack Code	RSC/ Q 6110		
	Job Role	Manager-Production (CENEX)		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Rubber Industry	Drafted on	22/06/2015
	Sub-sector	Natural Rubber (NR) Plantation	Last reviewed on	22/06/2015
	Occupation	Production -NR	Next review date	22/06/2017
	NSQC Clearance on	20/07/2015		

Job Role	Manager-Production (CENEX)
Role Description	He is in overall charge and responsible for running the factory smoothly. He has to manage all types of work in the cenex factory. He is responsible for effectively supervising and coordinating the work in the factory including motivating the staff.
NSQF level	6
Minimum Educational Qualifications*	B. Tech. (Mechanical/Electrical//Polymer) or equivalent qualification.
Maximum Educational Qualifications*	NA
Training (Suggested but not mandatory)	Training in latest developments of latex processing
Minimum Job Entry Age	18 years
Experience	Minimum 3 years experience in a supervisory capacity in a Cenex Factory.
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> RSC /N 6111 Management of preparatory activities RSC /N 6112 Management of processing operations RSC/N 6113 Management of post-production activities RSC /N 5007 Health and Safety RSC /N 5009 Human Resource Management & Welfare RSC/N 5002 To carry out reporting and documentation RSC/N 5003 To carry out quality checks Optional: NA
Performance Criteria	As described in the relevant OS units

Qualifications Pack For Manager-Production(CENEX)

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.

National Occupational Standard



Overview

This unit is about managing all the preparatory activities carried out before the processing of Cenex in the factory.

Management of preparatory activities

Unit Code	RSC/ N 6111
Unit Title (Task)	Management of preparatory activities
Description	This unit is about managing all the preparatory activities carried out before the processing of Cenex in the factory.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparation of tools, equipment and machinery • Raw material appropriateness • Utilities, cleanliness and safety
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Tools, Equipment and Machinery	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Design the factory for most efficient production</p> <p>PC2. Select the suitable type of equipment/machinery</p> <p>PC3. Get installation and commissioning of machinery/equipments done properly</p> <p>PC4. Organise repair/maintenance of equipments/machinery</p> <p>PC5. Report any malfunctioning of machinery to higher authorities</p> <p>PC6. Ensure that all tools and equipments required for the processing operations are readily available</p>
Raw Material appropriateness	<p>PC7. Ensure that the raw material confirms to the specified quality standards</p> <p>PC8. Keep an update of stock of raw material and other inputs and check their availability ensuring smooth processing in the factory as per the production schedule</p>
Utilities, Cleanliness and Safety	<p>PC9. Ensure the continuous availability of utilities(water, electricity etc.) as per the production requirement.</p> <p>PC10. Maintain cleanliness in the processing unit and factory premises</p> <p>PC11. Ensure the use of certified equipments for material handling for loading/unloading the material for processing operation.</p> <p>PC12. Adhere to all safety norms (such as wearing protective gloves and mask).</p> <p>PC13. Comply with health, safety, environment guidelines and regulations in accordance with the organizational standards.</p>
Knowledge and Understanding (K)	
A. Organizational	The user/individual on the job needs to know and understand:

Management of preparatory activities

<p>Context)</p>	<p>KA1. Importance of planning and preparing shift schedule as per the company's production requirement</p> <p>KA2. Proper utilization of factory area for operations</p> <p>KA3. The type and quality of the product being produced</p> <p>KA4. The skill and experience of the people working with him</p> <p>KA5. Company's quality policies and safety standards</p> <p>KA6. The purpose, motto and target of the institution, its structure and constitution.</p> <p>KA7. Implications of poorly prepared machine and equipments.</p> <p>KA8. Importance of identifying non-conforming materials and their storage.</p> <p>KA9. Escalation matrix for reporting identified problems</p> <p>KA10. Importance of housekeeping activities.</p> <p>KA11. Health, safety and environment guidelines, legislation and regulations as applicable.</p> <p>KA12. Impact of various practices on cost, quality, productivity, delivery and safety.</p> <p>KA13. Handover/Takeover of the equipment/work area as per the organizational SOP.</p> <p>KA14. Importance of optimal utilization of material, equipment and manpower.</p> <p>KA15. Proper handling of emergency situations.</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The processing methods for centrifuging factory</p> <p>KB2. Design and layout of the factory</p> <p>KB3. Production capacity of the factory and requirements of tools, equipments, machinery and raw materials for achieving the same.</p> <p>KB4. Unit operations in the factory and its effect on quality and output of the product</p> <p>KB5. Annual/monthly/daily shift production targets and raw material and utility requirements</p> <p>KB6. Labour requirement for each operation</p> <p>KB7. Quality of raw material and processing</p> <p>KB8. Procedure of installation and commissioning of machinery/equipments</p> <p>KB9. Various environment regulations related to latex centrifuging</p> <p>KB10. Treatment methods for effluents and methods to achieve the recommended standards</p> <p>KB11. Good manufacturing practices for cenex</p> <p>KB12. Methods of ensuring safety of equipment and personnel</p> <p>KB13. The specification parameters for latex centrifuging and the factors influencing those parameters</p> <p>KB14. Requirement and availability of utilities for every shift</p>
<p>Skills (S) (Optional)</p>	

Management of preparatory activities

A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Note down all the details regarding different requirements , purchases, details of production etc. SA2. Write in English and local language SA3. Prepare memos/notices SA4. Prepare reports /charts SA5. Write memos /notices and other letters to various agencies
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA6. Read periodicals, articles and informative writings on cenex, specification of raw material and products ,market reports etc in English and local language. SA7. Read and understand various notifications/letters from regulatory agencies. SA8. Read and understand relevant acts and rules and amendments thereof.
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA9. Be a good listener to any new information being introduced in his field. SA10. Communicate the latest trends in the industry and details of day to day progress to workers and staff SA11. Communicate with downstream and upstream team members SA12. Be proficient in speaking English and local language
	Decision Making
	The user/individual on the job needs to know and understand how to:- SB1. Take appropriate decisions regarding processing steps in view of changing quality, availability of raw materials and finished goods requirement. SB2. Take diplomatic decisions while dealing with suppliers SB3. Take decisions in case of sudden changes in market prices, problems arising out of labour unrest, unexpected breakdown of machinery etc
	Plan and Organize
	The user/individual on the job needs to know and understand how to:- SB4. Plan production programmes taking into account availability of raw material and other utilities. SB5. Plan for procurement of various inputs to maintain production schedule SB6. Arrange for timely preventive maintenance of equipments/machinery to ensure minimum down time. SB7. Plan for proper deployment of available labour and other staff for optimum

Management of preparatory activities

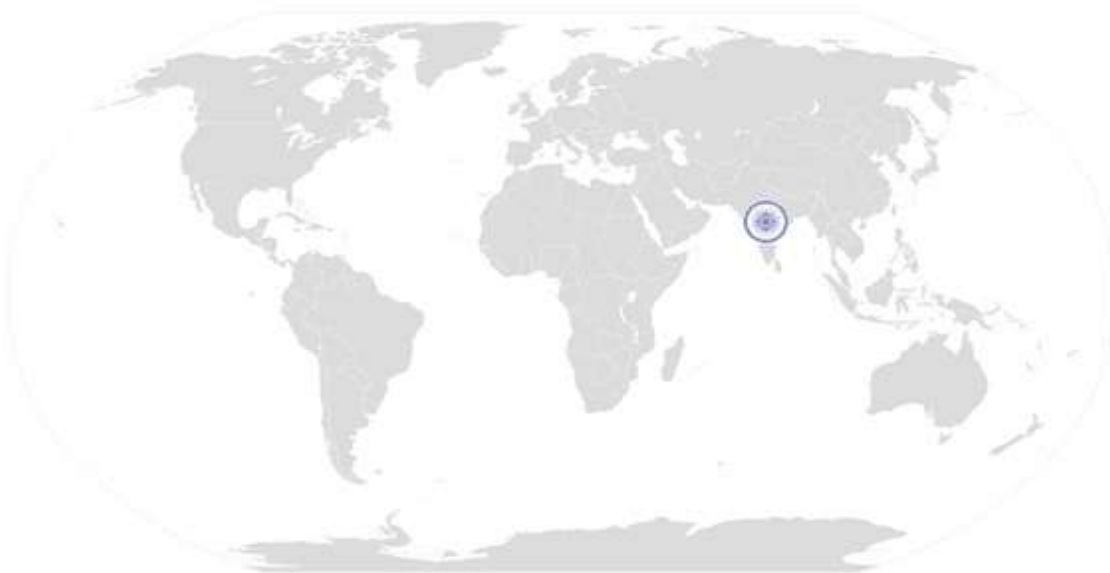
	production
	Customer Centricity
	The user/individual on the job needs to know and understand how to:- SB8. Clarify doubts of the customer regarding the quality of product SB9. Adopt good manufacturing practices for product preparation as per customers requirement
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB10. Deal with market fluctuations , price variations,raw material availability and should be capable of solving any sudden and unexpected problems. SB11.Manage the work force and maintain the machinery in good condition. SB12. Address issues such as absence of workers/staff and power breakdown etc SB13. Deal with non-cooperative attitude of workers/staff
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB14. Analyse market trends and schedule production programme accordingly.
	Critical Thinking
The user/individual on the job needs to know and understand how to: SB15. Consider every issue affecting the functioning of the factory and take appropriate decisions and report to the management for guidance. SB16. Take appropriate action/seek expert opinion to deal with emergencies, for example, power failures, fire, system failures, etc.	

NOS Version Control

NOS Code	RSC / N 6111		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber (NR) Plantation	Last reviewed on	22/06/2015
Occupation	Production - NR	Next review date	22/06/2017



National Occupational Standard



Overview

This unit is about smoothly and efficiently operating and managing all the processing activities in a Cenex Factory.

Management of processing operations

Unit Code	RSC/ N 6112
Unit Title (Task)	Management of processing operations
Description	This unit is about smoothly and efficiently operating and managing all the processing activities in a Cenex Factory.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Production Management • Functioning of machinery • Sampling and modification/correction
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Production Management	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure that the operator follows the processing of natural rubber latex into high quality latex concentrate through centrifugation as per the instructions issued by technical .</p> <p>PC2. Ensure that the operator follow the procedure to make available Cenex as per the requirement</p> <p>PC3.Ensure all laid out procedures/guidelines are in compliance</p> <p>PC4. Avoid contamination while carrying out the processing operation</p> <p>PC5. Identify reasons for lower production volume, lower quality of product and erratic consumption of utilities if any, and report to higher authorities</p>
	<p>PC6. Ensure proper functioning of machinery during processing</p> <p>PC7. Check that parameter settings are maintained as per the product requirement</p>
	<p>PC8. Ensure that the sample for QA is taken as per the procedure</p> <p>PC9. Arrange to send sample of the prepared product in the specified sample size and method as directed by the company</p> <p>PC10. Get the modifications done as per the feedback received from QA for product.</p>
Knowledge and Understanding (K)	

Management of processing operations

<p>B. Organizational Context)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Importance of planning and preparing shift schedule as per the company's production requirement</p> <p>KA2. Proper utilization of factory area for operations</p> <p>KA3. The type and quality of the product being produced</p> <p>KA4. Company's quality policies and safety standards</p> <p>KA5. The purpose, motto and target of the institution, its structure and constitution.</p> <p>KA6. Reporting procedure followed by the organization on the issues observed by</p> <p>KA7. Proper handling of emergency situations.</p> <p>KA8. Importance of identifying non-conforming materials and taking corrective steps.</p> <p>KA9. Escalation matrix for reporting identified problems</p> <p>KA10. Importance of housekeeping activities.</p> <p>KA11. Health, safety and environment guidelines, legislation and regulations as applicable.</p> <p>KA12. Impact of various practices on cost, quality, productivity, delivery and safety.</p> <p>KA13. Handover/Takeover of the equipment/work area as per the organizational SOP.</p> <p>KA14. Importance of optimal utilization of material, equipment and manpower.</p> <p>KA15. Proper handling of emergency situations.</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Importance of meeting schedules for processing operation</p> <p>KB2. Implications of delay in processing operations</p> <p>KB3. Implications of not meeting the quality specifications</p> <p>KB4. Properties of material in use and centrifugation process</p> <p>KB5. Proper monitoring of manpower and machines</p> <p>KB6. Implications of non-confirming product preparation</p> <p>KB7. Importance of maintaining efficiency and attain scheduled target shift wise</p> <p>KB8. The quality standards in comprehensive manner</p> <p>KB9. The importance of knowing latest quality standards acceptable in the market and the effect of not doing this</p> <p>KB10. Various environment regulations related to latex centrifuging</p> <p>KB11. Treatment methods for effluents and methods to achieve the recommended standards</p> <p>KB12. Good manufacturing practices for cenex</p> <p>KB13. Methods of ensuring safety of equipment and personnel</p> <p>KB14. The specification parameters for latex centrifuging and the factors influencing those parameters</p>
<p>Skills (S)</p>	

Management of processing operations

C. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Note down all the details regarding different requirements , purchases, details of production, sale etc. SA2. Write in English and local language SA3. Prepare memos/notices SA4. Preparation of reports /charts SA5. Write memos /notices and other letters to various agencies
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA6. Read periodicals, articles and informative writings on cenex, specification of raw material and products ,market reports etc in English and local language. SA7. Read and understand various notifications/letters from regulatory agencies. SA8. Read and understand relevant acts and rules and amendments thereof.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA9. Be a good listener to any new information being introduced in his field. SA10. Communicate the latest trends in the industry and details of day to day progress to workers and staff SA11. Communicate with downstream and upstream team members SA12. Be proficient in speaking English and local language
D. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:- SB1. Take appropriate decisions regarding processing steps in view of changing quality, availability of raw materials and finished goods SB2. Take diplomatic decisions while dealing with labour SB3. Take decisions in case of sudden changes in market prices, problems arising out of labour unrest, unexpected breakdown of machinery etc
	Plan and Organize
	The user/individual on the job needs to know and understand how to:- SB4. Plan production programmes taking into account availability of raw material and other utilities. SB5. Plan for procurement of various inputs to maintain production schedule SB6. Arrange for timely preventive maintenance of equipments/machinery to ensure minimum down time. SB7. Plan for proper deployment of available labour and other staff for optimum

Management of processing operations

	production
	Customer Centricity
	The user/individual on the job needs to know and understand how to:- SB8. Ensure production of quality product as per the customer requirement
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB9. Manage the work force and maintain the machinery in good condition. SB10. Address issues such as absence of workers/staff and power breakdown etc SB11. Deal with change in product requirement
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB12. Diagnose common problems in the processing operation SB13. Suggest improvements(if any) in process based on experience SB14. Manage time and human resource effectively SB15. Optimal utilization of raw material and minimal wastage
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB16. Handling emergency situations effectively SB17. Consider every issue affecting the processing and take appropriate decisions and report to the management for guidance.

NOS Version Control

NOS Code	RSC / N 6112		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber (NR) Plantation	Last reviewed on	22/06/2015
Occupation	Production - NR	Next review date	22/06/2017



National Occupational Standard



Overview

This unit is about managing operations which are carried out after the cenex processing operation.

Management of post-Production (CENEX) activities

Unit Code	RSC /N 6113
Unit Title (Task)	Management of post-production activities
Description	This unit is about managing operations which are carried out after the cenex processing operation.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Ensure marking /proper identification • Storage of cenex and waste disposal • Maintain Record • Accounts/inventory transactions • Regulations and relations
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Batch Marking	PC1. Ensure identification and marking/coding for the product as per the instructions laid down by the company.
Storage and waste disposal	<p>PC1. Arrange to send the product in the allotted storage area .</p> <p>PC2. Arrange to place DO NOT USE tag on product having any defects; either hold it for any other use, reschedule its preparation</p> <p>PC3. Ensure the proper disposal of waste material.</p>
Record Maintenance and Reporting	<p>PC4. Ensure all the processing details are properly recorded in the forms/formats/log books/computers</p> <p>PC5. Update the production sheet with the details of prepared material and record down time with details on reasons, time from to end and mention action taken to solve the down time</p> <p>PC6. Paper /computer documents must be complete and traceable in all respect</p> <p>PC7. Records of the team members for work done, availability in shift, working hours etc</p> <p>PC8. Maintain inventory of raw material, prepared product, tools etc</p> <p>PC9. Maintain various log books, stock register etc</p>
Accounts/inventory transactions	<p>PC10. Manage the inventory transactions</p> <p>PC11. Inform the accounts head for requirement of raw material and sale of finished product in timely and proper manner</p>

Management of post-Production (CENEX) activities

<p>Regulations and relations</p>	<p>PC12. Ensure the fulfillment of current environmental regulations etc.</p> <p>PC13. Maintain good relations with firms and customers to market the product effectively</p> <p>PC14. Maintain good rapport with customers and vendors</p> <p>PC15. Resolve issues w.r.t customer requirements, supplies, timely payments, etc</p>
<p>Knowledge and Understanding (K)</p>	
<p>C. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Implications of poorly prepared product.</p> <p>KA2. Significance of product identification as per different quality</p> <p>KA3. Importance of record maintenance.</p> <p>KA4. Different quality management systems</p> <p>KA5. Importance of identifying non-conforming material.</p> <p>KA6. Risk and impact of not following defined procedures/work instructions.</p> <p>KA7. Escalation matrix for reporting identified problems.</p> <p>KA8. Types of documentation in organization and importance of the same.</p> <p>KA9. Records to be maintained and the implications of their non-maintenance.</p> <p>KA10. Importance of housekeeping activities.</p> <p>KA11. Health, safety and environment guidelines, legislation and regulations as applicable.</p> <p>KA12. Personal and Personnel protection (which protective equipment to be used and how).</p> <p>KA13. Impact of poor practices on health, safety and environment.</p> <p>KA14. Impact of various practices on cost, quality, productivity, delivery and safety.</p>

Management of post-Production (CENEX) activities

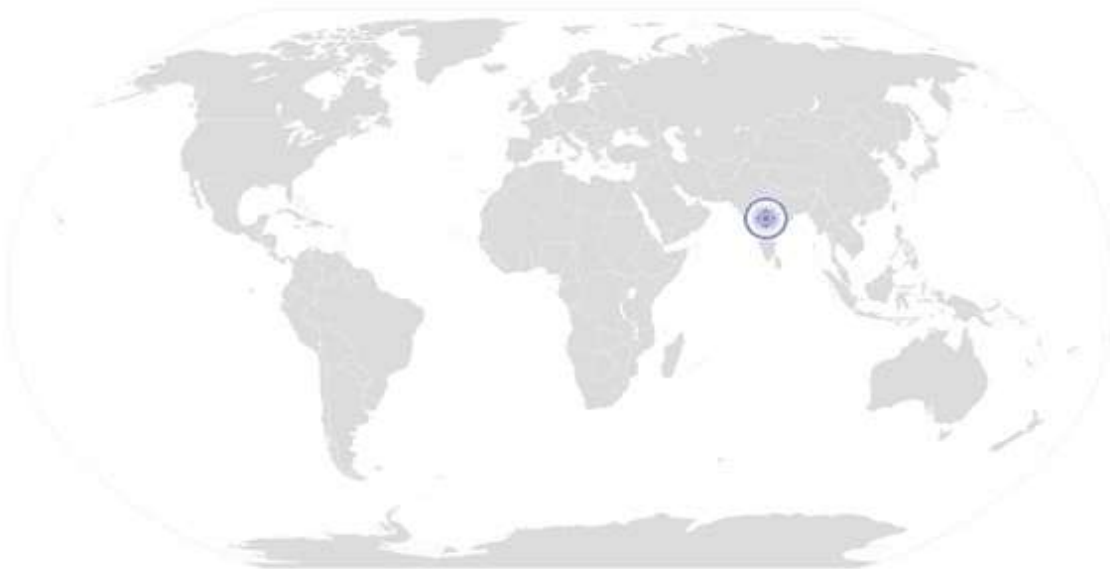
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. How to obtain and interpret records, charts, specifications, equipment manuals, history/technical support reports and other documents</p> <p>KB2. Methods and techniques involved in processing operation</p> <p>KB3. Importance of record maintenance</p> <p>KB4. Importance of timely delivery of prepared product</p> <p>KB5. Effective communication at different levels</p> <p>KB6. Knowledge of traceability</p> <p>KB7. Process and importance of quality checks.</p> <p>KB8. Product identification/ marking techniques.</p> <p>KB9. Implications of incorrect marking.</p> <p>KB10. Implications of inappropriate waste disposal.</p> <p>KB11. Types of defects leading to rejections and their indicators, reasons and possible solutions.</p> <p>KB12. Knowledge of the storage life of prepared product, ambient temperature and its effect on final product.</p> <p>KB13. Removal of waste material and downgraded material from area of operation to concerned places</p>
<p>Skills (S)</p>	
<p>E. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Express the ideas, lodge complaints and give suggestions through effective written communication.</p> <p>SA2. Fill up appropriate activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Prepare and fill up schedules</p> <p>SA5. Maintain records in specified format in books and using computers</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA2. Read images, graphs, diagrams</p> <p>SA3. Understand the various coding systems as per company norms</p> <p>SA4. Understand procedural guidelines</p> <p>SA5. Interpret and understand lab testing reports</p> <p>Oral Communication (Listening and Speaking skills)</p>

Management of post-Production (CENEX) activities

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA2. Respond appropriately to any queries</p> <p>SA3. Communicate with team members and other job owners</p> <p>SA4. Instruct the team and encourage the team to adapt behavioral skills required to support the group activities.</p>
F. Professional Skills	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take appropriate decisions in case of sudden change in market prices, problems arising out of labour unrest, unexpected break down of machinery etc.</p> <p>SB2. Take appropriate decisions regarding storage of material</p> <p>SB3. Take diplomatic decisions while handling labour and customer issues</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to:-</p> <p>SB4. Plan storage taking into account space availability</p> <p>SB5. Organize for proper disposal of waste material</p>
	<p>Customer Cenricity</p>
	<p>The user/individual on the job needs to know and understand how to:-</p> <p>SB6. Work on the feedback received from customer on product quality, packaging, transportation etc</p> <p>SB7. Communicate effectively for any delay in supply of product</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:-</p> <p>SB8. Deal with market fluctuations and price variations affecting the sales of the product.</p> <p>SB9. Utilize off spec product as early as possible.</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Diagnose common problems in the product based on visual inspection and quality checks</p> <p>SB11. Suggest improvements(if any) in process based on experience</p> <p>SB12. Attain schedule targets in given timelines</p>

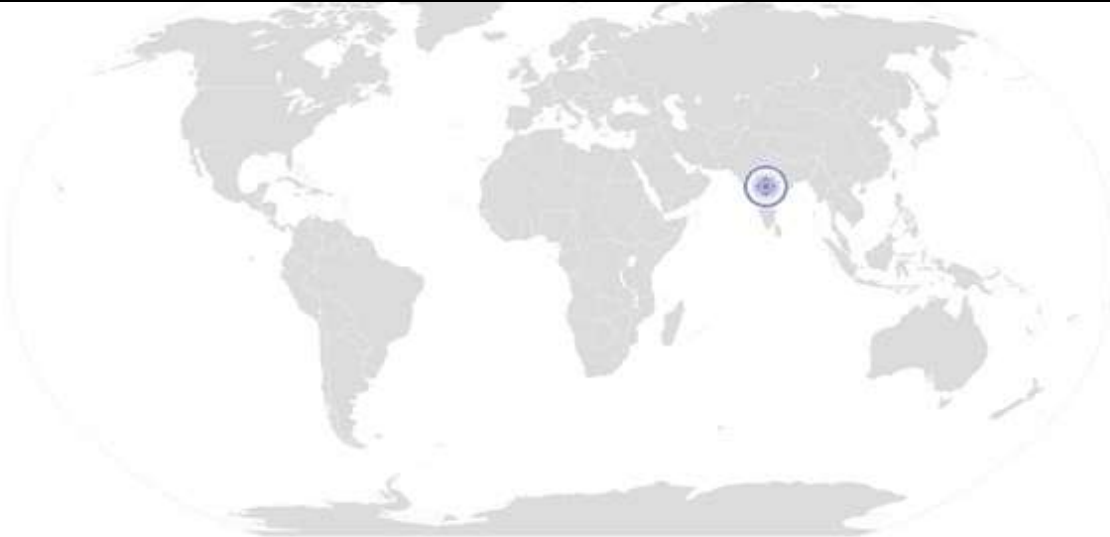
Management of post-Production (CENEX) activities

	Critical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none">SB13. Deal with issues affecting the quality of product and take appropriate decisions and/or report to the management for guidanceSB14. Handle emergency situations effectivelySB15. Utilize the product optimally ensuring minimum wastage

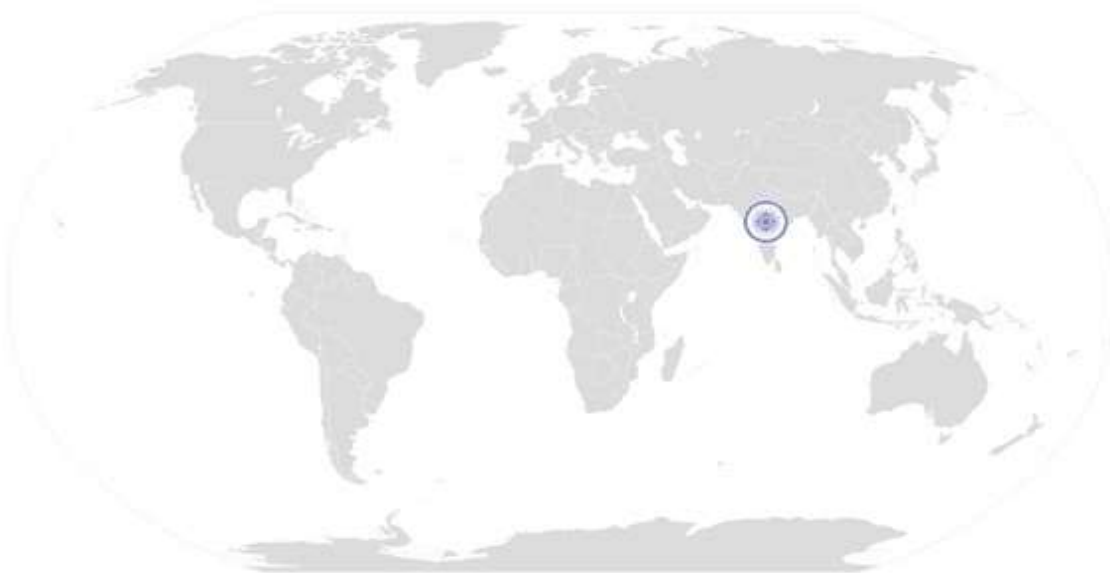


NOS Version Control

NOS Code	RSC / N 6113		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber (NR) Plantation	Last reviewed on	22/06/2015
Occupation	Production - NR	Next review date	22/06/2017



National Occupational Standard



Overview

This unit is about Health and Safety.

Unit Code	RSC/ N 5007
Unit Title (Task)	Health & Safety
Description	This unit is about maintaining health and safety of self and others at workplace.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Maintain a clean and efficient workplace • Render appropriate emergency procedures • Maintain standard safety procedures at the workplace • Participate in safety awareness campaigns • Understand potential sources of accidents • Use safety gears to avoid accidents
Performance Criteria (PC)	
Maintain a clean and efficient workplace	<p>To be competent, the individual on the job must be able to:</p> <p>PC1. Undertake basic safety checks before operation of all machinery and equipment and report hazards to the appropriate supervisor</p> <p>PC2. Work for which protective clothing or equipment is required is identified and the appropriate protective clothing or equipment is used in performing these duties in accordance with workplace policy.</p> <p>PC3. Read and understand the hazards of use and contamination mentioned on the labels of chemicals, utilities etc</p> <p>PC4. Prior to performing manual handling jobs, risk is assessed and work is carried out according to currently recommended safe practices.</p> <p>PC5. Use equipment and materials safely and correctly and return the same to designated storage when not in use</p> <p>PC6. Dispose off waste safely and correctly in a designated area</p> <p>PC7. Risks to bystanders are recognized and action taken to reduce risk associated with jobs in the workplace</p> <p>PC8. Perform work in a manner which minimizes environmental damage</p> <p>PC9. All procedures and work instructions for controlling risk are followed closely.</p> <p>PC10. Report any accidents, incidents or problems without delay to an appropriate person and take immediate necessary action to reduce further danger.</p>
Render appropriate emergency procedures	<p>PC11. Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency.</p> <p>PC12. Follow emergency procedures as per company standards and workplace requirements.</p> <p>PC13. Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements.</p> <p>PC14. Provide treatment appropriate to the patient's injuries in accordance with</p>

	<p>recognized first aid techniques.</p> <p>PC15. Recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate</p> <p>PC16. Dispose off medical waste in accordance with workplace requirements</p> <p>PC17. Report details of first aid administered in accordance with work place procedures.</p>
Maintain standard safety procedures at the workplace	<p>PC18. Comply with general safety procedures of the company</p> <p>PC19. Follow standard safety procedures while handling equipment, hazardous material or tool</p> <p>PC20. Check parts of the workplace and take preventive actions like spraying and other steps to protect from leakages, water logging, pests, fire, pollution, etc.</p> <p>PC21. Ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure</p> <p>PC22. Keep the workplace organized, swept, clean and hazard free</p>
Participate in safety awareness campaigns	<p>PC23. Attend fire drills and other safety related workshops organized at the workplace</p> <p>PC24. Be aware of first aid, evacuation and emergency procedures</p> <p>PC25. Be alert of any events and do not be negligent to any safety procedures to be followed</p>
Understand potential sources of accidents	<p>PC26. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment</p>
Use safety gears to avoid accidents	<p>PC27. Use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace)</p> <p>PC28. Handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders</p>
Knowledge and Understanding (K)	
A. Organizational context	<p>The individual on the job needs to know and understand:</p> <p>KA1. Company's policies on incentives, delivery standards, and personnel management</p> <p>KA2. Company occupational safety and health policy followed</p> <p>KA3. Company emergency evacuation procedure</p> <p>KA4. Company's medical policy</p> <p>KA5. Company laws and acts</p>
B. Technical	<p>KB1. The risks to health and safety and the measures to be taken to control those risks in the area of work</p> <p>KB2. Workplace procedures and requirements for the handling of workplace injuries /</p>

knowledge	<p>illnesses.</p> <p>KB3. Basic emergency first aid procedure</p> <p>KB4. Local emergency services</p> <p>KB5. Reporting on accidents, incidents and problems to appropriate authorities.</p> <p>KB6. How to use machines as per standard operating procedure</p> <p>KB7. How to maintain work area safe and secure</p> <p>KB8. Use of hazardous materials, tools and equipments</p> <p>KB9. Emergency evacuation and first aid procedures to be followed</p> <p>KB10. Personal hygiene and fitness requirements</p> <p>KB11. General duties under the relevant health and safety legislation</p> <p>KB12. What personal protective equipment and clothing should be worn and how it is cared for</p> <p>KB13. The correct and safe way to use materials and equipment required for work</p> <p>KB14. The importance of good housekeeping in the workplace</p> <p>KB15. Safe disposal methods for waste</p> <p>KB16. Methods for minimizing environmental damage during work</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The individual on the job needs to know and understand how to: SA1. Record data which are required for record keeping purpose SA2. Report problems to the appropriate person in a timely manner SA3. Write descriptions and details about incidents in reports
	Reading Skills
	The individual on the job needs to know and understand how to: SA4. Read instruction manuals for hand tools and equipment SA5. Read instructions on work orders and procedures
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The individual on the job needs to know and understand how to: SA6. Receive instructions and seek advice from supervisors and managers SA7. Communicate clearly and effectively with others
	Decision Making
	The individual on the job needs to know and understand how to: SB1. Choose work procedures SB2. Select appropriate hand tools and personal protection devices considering safety requirements, materials being used etc. SB3. Identify the need for first aid and render it accordingly
	Plan and Organize
	The individual on the job needs to know and understand how to: SB4. Schedule daily activities and drawing up priorities; Allocate start times, estimation of completion times and materials, equipment and assistance required for

	completion.
	Customer Centricity
	NA
	Problem Solving
	The individual on the job needs to know and understand how to: SB5. Use first aid treatment in case of any injury/accident.
	Analytical Thinking
	SB6. Monitor and maintain the condition of tools and equipment SB7. Assess situation & identify appropriate control measures
	Critical Thinking
The individual on the job needs to know and understand how to: SB8. Act, communicate and report in emergency situation	

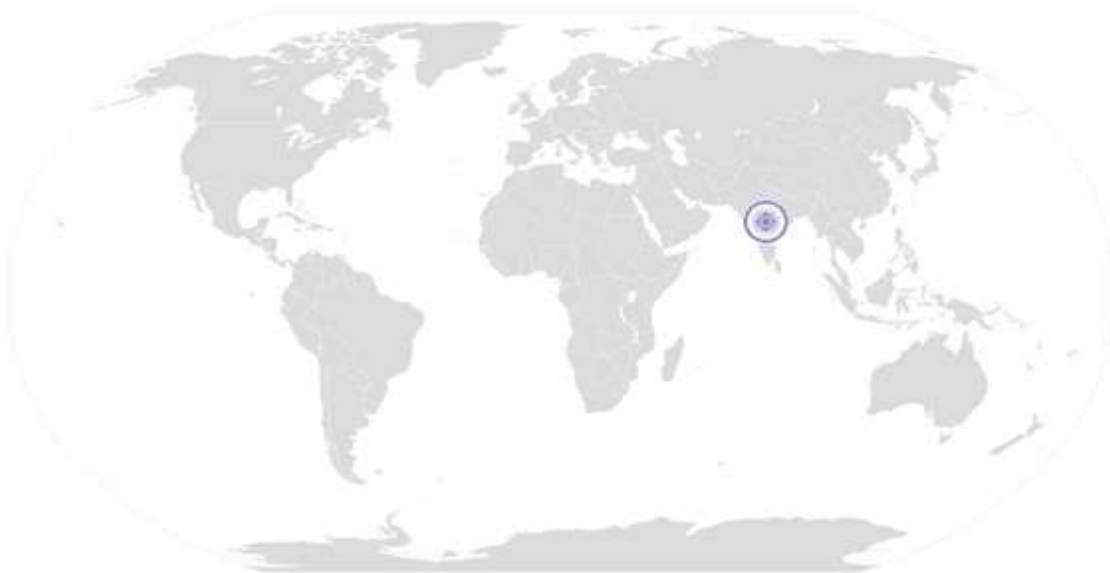


NOS Version Control

NOS Code	RSC / N 5007		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber (NR) Plantation	Last reviewed on	22/06/2015
Occupation	Production - NR	Next review date	22/06/2017



National Occupational Standard



Overview

This unit is about human resource management and welfare.

Human Resource Management and welfare

Unit Code	RSC/N 5009
Unit Title (Task)	Human Resource Management and Welfare
Description	This unit is about Human Resource Management and Welfare.
Scope	This unit/task covers the following: Proficiency in - <ul style="list-style-type: none"> • Basic management functions- planning, organizing, staffing, leading and controlling • Conflict management/ problem solving • Human resource planning • Human resource management • Human resource development • Implementing welfare programmes
Performance Criteria(PC)	
Element	Performance Criteria
Basic Management Functions	To be competent, the individual on the job must be able to – PC1. Decide on the plans and take necessary steps to achieve the objectives PC2. Assign tasks and allocate resources to individuals PC3. Determine the manpower requirements and decide their placement. PC4. Motivate and lead the staff for timely achievements of the goals. PC5. Regularly monitor the progress of work
Conflict Management/ Problem solving	PC6. Identify the conflict/problem PC7. Diagnose the reason PC8. Develop solutions PC9. Implement and review
Human Resource Planning & Management	PC10. Place right type of people in right number at the right place PC11. Motivate the staff to increase turn over and improve quality PC12. Performance appraisal for human resource development
Human Resource Development	PC13. Assess training need for skill development PC14. Organize suitable training programmes for skill development/capacity building

Human Resource Management and welfare

<p>Implement welfare programmes</p>	<p>PC15. Implement EPF for workers PC16. Implement Group insurance schemes and health insurance PC17. Implement production linked incentive/bonus schemes PC18. Implement Housing and related welfare measures PC19. Implement provisions of rest room, recreational facilities etc as per relevant rules</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Management functions to achieve the envisaged target KA2. Importance of Human Resource Planning, Management and Development KA3. Role of workers in overall performance and achievements KA4. Importance of motivation through welfare programmes KA5. HR policies of the management</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Basic management functions and theories and their implementation KB2. Labour Act and rules, welfare schemes etc KB3. Insurance schemes KB4. EPF and other service rules</p>
<p>Skills (S) (Optional)</p>	
<p>C. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Express ideas clearly through written documents SA2. Prepare letters, mails and other documents for communication SA3. Prepare proposals, feed back to higher authorities SA4. Correspond with other institutions/department</p>
	<p>Reading Skills</p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand the contents published in manuals, newspaper and other publications SA6. Read, understand and interpret various rules, schemes etc SA7. Read and understand images, graphs, charts, diagrams etc</p>	

Human Resource Management and welfare

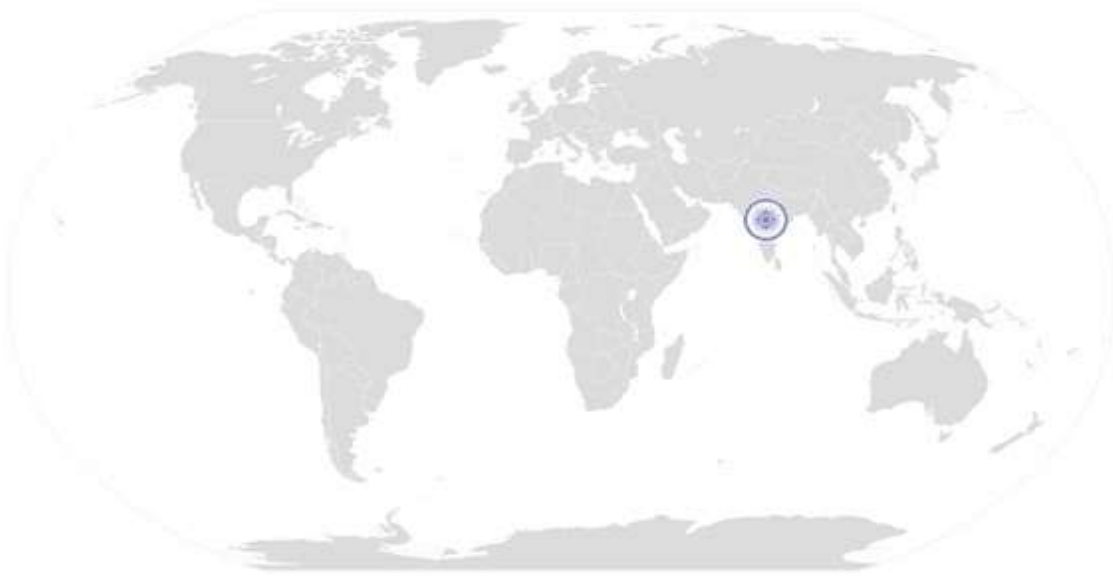
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Be a good communicator. SA9. Express statements, opinions or information clearly so that the receiver can hear and understand SA10. Respond appropriately to queries SA11. Communicate effectively to supervisor, office staff and workers</p>
D. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Arrive at proper decisions according to various situations</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Plan the seasonal activates on priority basis SB3. Fix the task and allotment SB4. Assign tasks to suitable persons SB5. Motivate them for better output and time bound completion of tasks SB6. Monitor the progress</p>
	Customer Centricity
	NA
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to</p> <p>SB7. Solve labour problems SB8. Solve problems related to productivity of workers SB9. Solve problems among colleagues SB10. Diagnose problems and nip in the bud stage itself</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Suggest improvement over the quality assurance programmes and activities currently practiced.</p>
	Critical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. Take appropriate action/seek expert opinion to overcome critical situations</p>

NOS Version Control

NOS Code	RSC / N 5009		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber (NR) Plantation	Last reviewed on	22/06/2015
Occupation	Production - NR	Next review date	22/06/2017



National Occupational Standard



Overview

This unit is about reporting and documentation.

To carry out 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	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Reporting of data/problem/incidents etc • Documentation • Information Security
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Reporting	<p>To be competent, the user/individual on the job must be able to:</p> <p>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</p>
Recording and Documentation	<p>PC4. Identify documentation to be completed relating to one's role PC5. Record details accurately in 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</p>
Information Security	<p>PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures PC10. Inform the appropriate authority of requests for information received</p>
Knowledge and Understanding (K)	
A. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>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</p>

To carry out reporting and documentation

	<p>timescales</p> <p>KB9. The importance of ensuring that the documents are correct</p> <p>KB10. The actions to be taken if the documents are not correct</p> <p>KB11. The importance of maintaining the security and confidentiality of recorded information</p> <p>KB12. Procedures to maintain confidentiality of information</p> <p>KB13. The appropriate method for responding to requests for information</p> <p>KB14. The reporting procedures to followed before disclosing information to any outside party</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>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</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
	Oral Communication (Listening and Speaking skills)
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>	

To carry out reporting and documentation

B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Arrive at proper decisions according to various situations
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. Plan the seasonal activities on priority basis SB3. Fix the task and allotment SB4. Assign tasks to suitable persons SB5. Motivate them for better output and time bound completion of tasks SB6. Monitor the progress
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. Solve labour problems SB8. Solve problems related to productivity of workers SB9. Solve problems among colleagues SB10. Diagnose problems and nip in the bud stage itself
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB11. Suggest improvement over the quality assurance programmes and activities currently practiced.
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB12. Take appropriate action/seek expert opinion to overcome critical situations

NOS Version Control

NOS Code	RSC / N 5002		
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Industry	Rubber Industry	Drafted on	22/06/2015
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National Occupational Standard



Overview

This unit is about carrying out quality checks.

To carry out quality checks

National Occupational Standard

Unit Code	RSC / N 5003
Unit Title (Task)	To carry out quality checks
Description	This unit is about carrying out quality control activities
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Carrying out quality checks to identify problems • Take corrective actions • Reporting the results
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Inspection	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure that total range of checks are regularly and consistently performed</p> <p>PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required</p>
Analysis	<p>PC3. Identify non-conformities to quality assurance standards</p> <p>PC4. Identify potential causes of non-conformities to quality assurance standards</p> <p>PC5. Identify impact on final product due to non-conformance to company standards</p> <p>PC6. Evaluating the need for action to ensure that problems do not recur</p> <p>PC7. Suggest corrective action to address problem</p> <p>PC8. Review effectiveness of corrective action</p>
Reporting	<p>PC9. Interpret the results of the quality check correctly</p> <p>PC10. Take up results of the findings with QC in charge/appropriate authority.</p> <p>PC11. Take up the results of the findings within stipulated time</p> <p>PC12. Record of results of action taken</p> <p>PC13. Record adjustments not covered by established procedures for future reference</p> <p>PC14. Review effectiveness of action taken</p> <p>PC15. Follow reporting procedures where the cause of defect cannot be identified</p>
Knowledge and Understanding (K)	
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The importance of quality control procedures</p>

To carry out quality checks

	<p>KB2. Relevance and importance of activities and how they contribute to the achievement of the quality objectives,</p> <p>KB3. Proper procedure for selecting the material/product and performing quality checks without affecting the material</p> <p>KB4. Availability of work instructions, as necessary,</p> <p>KB5. Characteristics of the product/material</p> <p>KB6. Use of suitable equipment</p> <p>KB7. Availability and use of monitoring and measuring devices,</p> <p>KB8. Requirements of records</p> <p>KB9. Importance of maintaining accurate up-to-date records</p> <p>KB10. The need to report within the stipulated time</p> <p>KB11. Implications of inaccurate measuring and testing instruments and equipment</p> <p>KB12. The cost of non-conformance to quality standards</p> <p>KB13. Implications (impact on internal/external customers) of defective products, materials or components</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>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</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
Oral Communication (Listening and Speaking skills)	

To carry out quality checks

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Arrive at proper decisions according to various situations</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Plan the seasonal activities on priority basis</p> <p>SB3. Fix the task and allotment</p> <p>SB4. Assign tasks to suitable persons</p> <p>SB5. Motivate them for better output and time bound completion of tasks</p> <p>SB6. Monitor the progress</p>
	<p>Customer Centricity</p>
	<p>NA</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to</p> <p>SB7. Solve labour problems</p> <p>SB8. Solve problems related to productivity of workers</p> <p>SB9. Solve problems among colleagues</p> <p>SB10. Diagnose problems and nip in the bud stage itself</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Suggest improvement over the quality assurance programmes and activities currently practiced.</p>
<p>Critical Thinking</p>	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. Take appropriate action/seek expert opinion to overcome critical situations</p>	

NOS Version Control

NOS Code	RSC / N 5003		
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Industry	Rubber Industry	Drafted on	22/06/2015
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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Manager-Production (CENEX)

Qualification Pack RSC/ Q 6110

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

<u>Assessment Strategy</u>			<u>Marks Allocation</u>		
<u>Nos</u>	<u>Element</u>	<u>Performance Criteria</u>	<u>Total</u>	<u>Theory</u>	<u>Practical</u>

1. RSC/ N 6111 (Management of preparatory activities)	Tools, Equipment and Machinery	PC1. Design the factory for most efficient production	0	0	0
		PC2. Select the suitable type of equipment/machinery	17	2	15
		PC3. Get installation and commissioning of machinery/equipments done properly	3	3	0
		PC4. Organise repair/maintenance of equipments/machinery	2	2	0
		PC5. Report any malfunctioning of machinery to higher authorities	8	3	5
		PC6. Ensure that all tools and equipments required for the processing operations are readily available	18	3	15
	Raw Material appropriateness	PC7. Ensure that the raw material confirms to the specified quality standards	19	4	15
		PC8. Keep an update of stock of raw material and other inputs and check their availability ensuring smooth processing in the factory as per the production schedule	8	3	5
	Utilities, Cleanliness and Safety	PC9. Ensure the continuous availability of utilities(water, electricity etc.) as per the production requirement.	2	2	0
		PC10. Maintain cleanliness in the processing unit and factory premises	2	2	0
		PC11. Ensure the use of certified equipments for material handling for loading/unloading the material for processing operation.	2	2	0
		PC12. Adhere to all safety norms (such as wearing protective gloves and mask).	17	2	15
		PC13. Comply with health, safety, environment guidelines and regulations in accordance with the organizational standards.	2	2	0
		100	30	70	
2. RSC/ N 6112 (Management of processing operations)	Production Management	PC1. Ensure that the operator follows the processing of natural rubber latex into high quality latex concentrate through centrifugation as per the instructions issued by technical .	13	3	10
		PC2. Ensure that the operator follow the procedure to make available Cenex as per the requirement	13	3	10
		PC3. Ensure all laid out procedures/guidelines are in compliance	13	3	10
		PC4. Avoid contamination while carrying out the processing operation	3	3	0

		PC5. Identify reasons for lower production volume, lower quality of product and erratic consumption of utilities if any, and report to higher authorities	3	3	0
	Functioning of machinery	PC6. Ensure proper functioning of machinery during processing	13	3	10
		PC7. Check that parameter settings are maintained as per the product requirement	13	3	10
	Sampling and modification	PC8. Ensure that the sample for QA is taken as per the procedure	13	3	10
		PC9. Arrange to send sample of the prepared product in the specified sample size and method as directed by the company	13	3	10
		PC10. Get the modifications done as per the feedback received from QA for product.	3	3	0
			100	30	70
3. RSC/ N 6113 (Management of post-production activities)	Batch Marking	PC1. Ensure identification and marking/coding for the product as per the instructions laid down by the company.	7	5	2
	Storage and waste disposal	PC2. Arrange to send the product in the allotted storage area	7	5	2
		PC3. Arrange to place DO NOT USE tag on product having any defects; either hold it for any other use, reschedule its preparation	7	5	2
		PC4. Ensure the proper disposal of waste material	7	5	2
	Record Maintenance and Reporting	PC5. Ensure all the processing details are properly recorded in the forms/formats/log books/computers	7	5	2
		PC6. Update the production sheet with the details of prepared material and record down time with details on reasons, time from to end and mention action taken to solve the down time	7	5	2
		PC7. Paper /computer documents must be complete and traceable in all respect	5	5	0
		PC8. Records of the team members for work done, availability in shift, working hours etc	7	5	2
		PC9. Maintain inventory of raw material, prepared product, tools etc	7	5	2
		PC10. Maintain various log books, stock register etc	7	5	2
	Accounts	PC11. Manage the inventory transactions	7	5	2

	/inventory transactions	PC12. Inform the accounts head for requirement of raw material and sale of finished product in timely and proper manner	5	5	0
	Regulations and relations	PC13. Ensure the fulfillment of current environmental regulations etc.	5	5	0
		PC14. Maintain good relations with firms and customers to market the product effectively	5	5	0
		PC15. Maintain good rapport with customers and vendors	5	5	0
		PC16. Resolve issues w.r.t customer requirements, supplies, timely payments, etc	5	5	0
			100	80	20
4. RSC/N5007 (Health and Safety)	Maintain a clean and efficient workplace	PC1. Undertake basic safety checks before operation of all machinery and equipment and report hazards to the appropriate supervisor	7	2	5
		PC2. Work for which protective clothing or equipment is required is identified and the appropriate protective clothing or equipment is used in performing these duties in accordance with workplace policy.	7	2	5
		PC3. Read and understand the hazards of use and contamination mentioned on the labels of chemicals, utilities etc	2	2	0
		PC4. Prior to performing manual handling jobs, risk is assessed and work is carried out according to currently recommended safe practices.	2	2	0
		PC5. Use equipment and materials safely and correctly and return the same to designated storage when not in use	12	2	10
		PC6. Dispose off waste safely and correctly in a designated area	7	2	5
		PC7. Risks to bystanders are recognized and action taken to reduce risk associated with jobs in the workplace	2	2	0
		PC8. Perform work in a manner which minimizes environmental damage	2	2	0
		PC9. All procedures and work instructions for controlling risk are followed closely.	2	2	0
		PC10. Report any accidents, incidents or problems without delay to an appropriate person and take immediate necessary action to reduce further danger.	2	2	0

	Render appropriate emergency procedures	PC11. Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency.	2	2	0
		PC12. Follow emergency procedures as per company standards and workplace requirements.	2	2	0
		PC13. Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements.	2	2	0
		PC14. Provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques.	2	2	0
		PC15. Recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate	2	2	0
		PC16. Dispose off medical waste in accordance with workplace requirements	2	2	0
		PC17. Report details of first aid administered in accordance with work place procedures.	2	2	0
	Maintain standard safety procedures at the workplace	PC18. Comply with general safety procedures of the company	7	2	5
		PC19. Follow standard safety procedures while handling equipment, hazardous material or tool	7	2	5
		PC20. Check parts of the workplace and take preventive actions like spraying and other steps to protect from leakages, water logging, pests, fire, pollution, etc.	2	2	0
		PC21. Ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure	2	2	0
		PC22. Keep the workplace organized, swept, clean and hazard free	5	2	3
	Participate in safety awareness campaigns	PC23. Attend fire drills and other safety related workshops organized at the workplace	2	2	0
		PC24. Be aware of first aid, evacuation and emergency procedures	2	2	0
		PC25. Be alert of any events and do not be negligent to any safety procedures to be followed	2	2	0
	Understand potential	PC26. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment	2	2	0

	sources of accidents				
	Use safety gears to avoid accidents	PC27. Use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace)	8	2	6
		PC28. Handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders	2	2	0
			100	56	44
5. RSC/N 5009 (Human Resource Management & Welfare)	Basic Management Functions	PC1. Decide on the plans and take necessary steps to achieve the objectives	0	0	0
		PC2. Assign tasks and allocate resources to individuals	15	5	10
		PC3. Determine the manpower requirements and decide their placement.	15	5	10
		PC4. Motivate and lead the staff for timely achievements of the goals.	4	4	0
		PC5. Regularly monitor the progress of work	4	4	0
	Conflict Management/ Problem solving	PC6. Identify the conflict/problem	4	4	0
		PC7. Diagnose the reason	4	4	0
		PC8. Develop solutions	4	4	0
		PC9. Implement and review	4	4	0
	Human Resource Planning & Management	PC10. Place right type of people in right number at the right place	4	4	0
		PC11. Motivate the staff to increase turn over and improve quality	4	4	0
		PC12. Performance appraisal for human resource development	10	5	5
	Human Resource Development	PC13. Assess training need for skill development	4	4	0
		PC14. Organize suitable training programmes for skill development/capacity building	4	4	0
	Implement welfare	PC15. Implement EPF for workers	4	4	0
		PC16. Implement Group insurance schemes and health insurance	4	4	0

	program mes	PC17. Implement production linked incentive/bonus schemes	4	4	0
		PC18. Implement Housing and related welfare measures	4	4	0
		PC19. Implement provisions of rest room, recreational facilities etc as per relevant rules	4	4	0
			100	75	25
6. RSC/N5002 To carry out reporting and documentatio n	Reporting	PC1. Report data/problems/incidents as applicable in a timely manner	10	10	0
		PC2. Report to the appropriate authority as laid down by the company	10	10	0
		PC3. Follow reporting procedures as prescribed by the company	10	10	0
	Recordin g and Documen tation	PC4. Identify documentation to be completed relating to one's role	5	5	0
		PC5. Record details accurately an appropriate format	15	5	10
		PC6. Complete all documentation within stipulated time according to company procedure	15	5	10
		PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly	10	10	0
	Informati on Security	PC8. Make sure documents are available to all appropriate authorities to inspect	10	10	0
		PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures	5	5	0
			PC10. Inform the appropriate authority of requests for information received	10	10
			100	80	20
7. RSC/N5003 To carry out quality checks	Inspectio n	PC1. Ensure that total range of checks are regularly and consistently performed	5	5	0
		PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required	16	6	10
	Analysis	PC3. Identify non-conformities to quality assurance standards	6	6	0

		PC4. Identify potential causes of non-conformities to quality assurance standards	6	6	0
		PC5. Identify impact on final product due to non-conformance to company standards	6	6	0
		PC6. Evaluating the need for action to ensure that problems do not recur	5	5	0
		PC7. Suggest corrective action to address problem	5	5	0
		PC8. Review effectiveness of corrective action	5	5	0
	Reporting	PC9. Interpret the results of the quality check correctly	16	6	10
		PC10. Take up results of the findings with QC in charge/appropriate authority.	5	5	0
		PC11. Take up the results of the findings within stipulated time	5	5	0
		PC12. Record of results of action taken	5	5	0
		PC13. Record adjustments not covered by established procedures for future reference	5	5	0
		PC14. Review effectiveness of action taken	5	5	0
		PC15. Follow reporting procedures where the cause of defect cannot be identified	5	5	0
			100	80	20