

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

Contact Us:

PHD House (4th Floor),
Opp. Asian Games
Village,
Siri Fort Institutional
Area, New Delhi -
110016

E-mail:
info@rsdcindia.in



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Introduction

Qualifications Pack- Furniture Assembler

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Natural Rubber (NR) Plantation

OCCUPATION: Production - Rubber Wood

REFERENCE ID: RSC/Q 6203

ALIGNED TO: NCO-2004/Nil

Brief Job Description: A Furniture Assembler is responsible for operating all joinery machines in the furniture division. This includes machines in cutting, tenoning, mortising, surfacing, sanding, polishing etc and portable machines like sander, angle grinder, nailer etc

Personal Attributes: This job requires the individual to be focused and disciplined. He should have good co-ordination and organizational skills. He should be attentive and demonstrate good product management skills. He should be very active and disciplined. He should be able to achieve production with accuracy.

Qualifications Pack For Furniture Assembler

Job Details	Qualifications Pack Code	RSC/Q 6203		
	Job Role	Furniture Assembler		
	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 - Rubber Wood	Next review date	22/06/2017
	NSQC Clearance on	20/07/2015		

Job Role	Furniture Assembler
Role Description	A Furniture Assembler is responsible for operating all joinery machines in the furniture division. This includes machines in cutting, tenoning, mortising, surfacing, sanding, polishing etc and portable machines like sander, angle grinder, nailer etc.
NSQF level	3
Minimum Educational Qualifications*	X – desirable
Maximum Educational Qualifications*	NA
Training (Suggested but not mandatory)	Training in wood working machines operation and maintenance conducted by competent authority/machine manufacturers.
Minimum Job Entry Age	18 years
Experience	Minimum 1 year experience in wood working machines.
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> 1. RSC/ N 6203 (Prepare tools and machines, collect products and carry out assembling) 2. RSC/ N 5001 (To carry out housekeeping) 3. RSC/ N 5003 (To carry out quality checks)
Performance Criteria	As described in the relevant OS units

Qualifications Pack For Furniture Assembler

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.

National Occupational Standard



Overview

This unit is about preparing tools, machines, collecting products and carry out assembling.

Prepare tools and machines, collect products and carry out assembling

National Occupational Standard

Unit Code	RSC / N 6203
Unit Title (Task)	Prepare tools and machines, collect products and carry out assembling
Description	This unit is about preparing tools, machines, collecting products and carry out assembling.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Equipment Readiness • Material Readiness • Assembling • Reporting
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Equipment Readiness	<p>To be competent, the user/individual on the job must be able to :</p> <p>PC1. Ensure that the assembling tools and equipments are clean and ready to use</p> <p>PC2. Prepare and set parameters of machines as per the SOP</p>
Material Readiness	<p>PC3. Inspect the products carefully for any defect</p> <p>PC4. Check that OK stamp or release tags are available on the products meant for assembling</p> <p>PC5. Ensure the availability of products to be assembled as per the schedule</p>
Assembling	<p>PC6. Carry out assembling of products as per the guidelines</p> <p>PC7. Use tools and equipments appropriately for assembling products</p> <p>PC8. Make proper Jigs and Fixtures required for each machine for making furniture.</p> <p>PC9. Inspect assembled product for any visual defect</p> <p>PC10. Organize for transporting the assembled product to the designated area</p> <p>PC11. Record the quantity of the components received for assembling</p> <p>PC12. Record the quantity of the assembled product sent to the storage area</p> <p>PC13. Record the products rejected due some defect.</p> <p>PC14. Achieve the target for assembling per shift efficiently</p>
Reporting	<p>PC15. Report any defect in the product received for assembling to the concerned person</p> <p>PC16. Report any problems faced while assembling the components</p>

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: <ul style="list-style-type: none"> KA1. Assembling procedure and its importance KA2. Organisational Coding system of products KA3. Quality and damage checks to be done and importance of the same KA4. Importance of identifying non-conforming products and storage of the same KA5. Risk and impact of not following defined procedures/work instructions KA6. Escalation matrix for reporting identified issues KA7. Types of documentation in organization and importance of the same KA8. Records to be maintained and implications of non-maintenance of the same KA9. Importance of housekeeping and good shop floor practices KA10. Health, Safety and Environment guidelines, legislation and regulations as applicable KA11. Personal protection (Which protective gear to be used and how) KA12. Impact of poor practices on health, safety and environment KA13. Importance of FIFO KA14. Impact of various practices on cost, quality, productivity, delivery and safety KA15. Handover/ Takeover the equipment/ work area as per company's SOP
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Proper assembling procedures and techniques KB2. Proper follow up on sequence of assembling KB3. Proper handling and maintenance of assembling tools, equipments and machines KB4. Effect of improper assembling on performance of final product KB5. Well versed with the dimensions of various parts to be assembled KB6. Implications of delays in assembling KB7. Cleanliness and safety requirements for assembling. KB8. Units of measurement KB9. Organization of assembled items in proper way KB10. Importance of record maintenance KB11. Implications of inappropriate waste disposal.
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Construct simple sentences, prepare tags and express ideas through written communication SA2. Fill up appropriate forms and activity logs in required format of the company SA3. Perform basic mathematical operations and maintain records in given format

	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SB2. Read images, graphs, diagrams</p> <p>SB3. 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>SA1. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA2. Understand instructional language of the organization</p> <p>SA3. Respond appropriately to any queries</p> <p>SA4. Communicate with supervisor</p> <p>SA5. Communicate with other job owners like helpers etc for moving the material and organizing them in the allotted space</p>
B. Professional Skills	Decision making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take decision on use of appropriate assembling tools and machines as per design requirement.</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Plan routine / preventive maintenance schedule.</p>
	Customer Centricity
	NA
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Solve problems in product assembly.</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Carry out assembling of furniture effectively</p> <p>SB5. Identify problems in assembling operations and resolve it at the earliest</p> <p>SB6. Suggest improvements(if any) in process/product based on experience</p>
Critical Thinking	
NA	

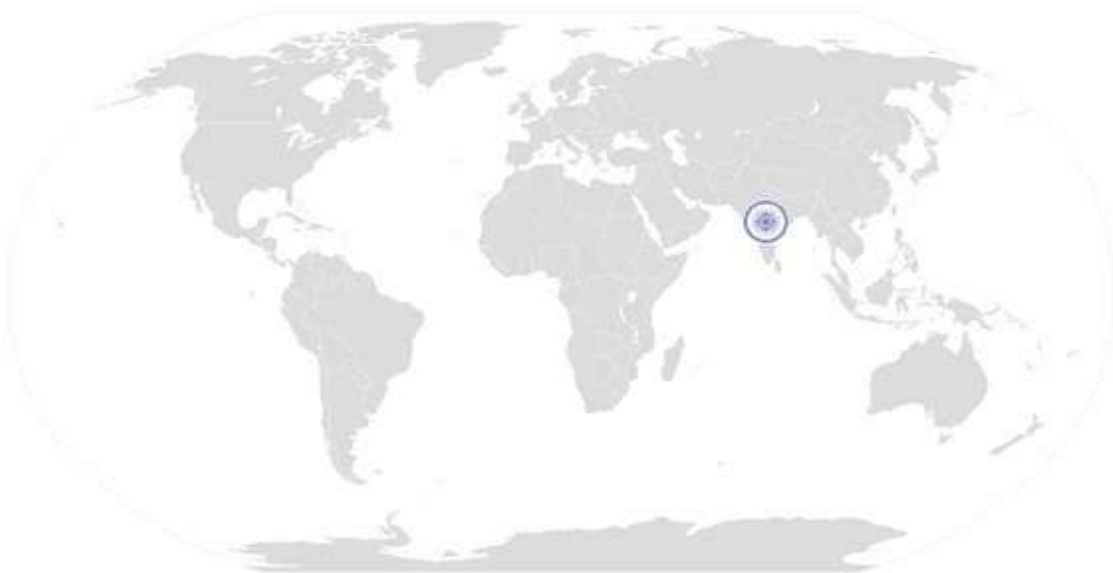
NOS Version Control

NOS Code	RSC / N 6203		
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 – Rubber wood	Next review date	22/06/2017



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National Occupational Standard



Overview

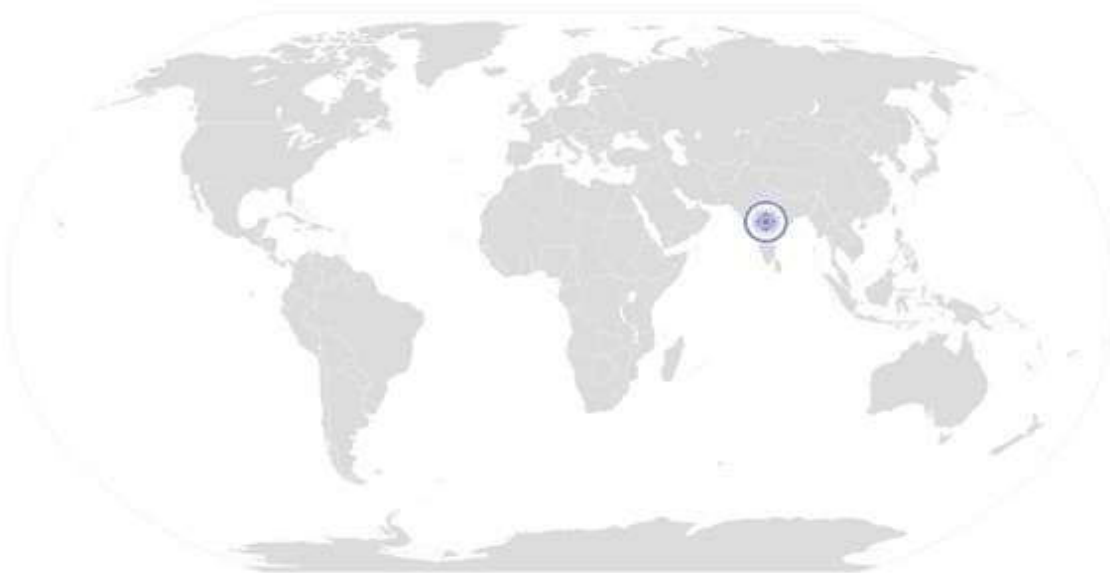
This unit is about carrying out housekeeping

Unit Code	RSC / N 5001
Unit Title (Task)	To carry out housekeeping
Description	This unit is about carrying out housekeeping activities
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • 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	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Inspect the area while taking into account various surfaces</p> <p>PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain</p> <p>PC3. Ensure that the cleaning equipment is in proper working condition</p> <p>PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person</p> <p>PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces</p> <p>PC6. Inform the affected people about the cleaning activity</p> <p>PC7. Display the appropriate signage for the work being conducted</p> <p>PC8. Ensure that there is adequate ventilation for the work being carried out</p> <p>PC9. Wear the personal protective equipment required for the cleaning method and materials being used</p>
Operations	<p>PC10. Use the correct cleaning method for the work area, type of soiling and surface</p> <p>PC11. Carry out cleaning activity without disturbing others</p> <p>PC12. Deal with accidental damage, if any, caused while carrying out the work</p> <p>PC13. Report to the appropriate person any difficulties in carrying out your work</p> <p>PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill</p>
Post housekeeping activities	<p>PC15. Ensure that there is no oily substance on the floor to avoid slippage</p> <p>PC16. Ensure that no scrap material is lying around</p> <p>PC17. Maintain and store housekeeping equipment and supplies</p> <p>PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process</p>

	<p>PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements</p> <p>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</p> <p>PC21. Dispose the waste garnered from the activity in an appropriate manner</p> <p>PC22. Dispose of used and un-used solutions according to manufacturer’s instructions, and clean the equipment thoroughly</p>
General	<p>PC23. Maintain schedules and records for housekeeping duty</p> <p>PC24. Replenish any necessary supplies or consumables</p>
Knowledge and Understanding (K)	
	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The levels of hygiene required by workplace and why it is important to maintain them during your work</p> <p>KB2. How to inspect a work area to decide what cleaning it needs</p> <p>KB3. Methods and materials that used for cleaning variety of surfaces</p> <p>KB4. The types of cleansing agents that are not to be mixed together</p> <p>KB5. The correct method for cleaning equipment and/or machinery used during your work</p> <p>KB6. The importance of personal protective equipment</p> <p>KB7. Appropriate personal protective equipment for the work area, cleaning equipment, tools, materials and chemicals used</p> <p>KB8. The correct sequence for cleaning the work area</p> <p>KB9. The time taken by the treatment to work</p> <p>KB10. The importance of following manufacturer's instructions on cleaning agents</p> <p>KB11. The most appropriate place to carry out test cleans and why this should be done before applying treatments</p> <p>KB12. The importance of applying treatments evenly and the effect of not doing this</p> <p>KB13. Process of cleaning the surfaces without causing injury or damage</p> <p>KB14. The method to check the treated surface and equipment on completion of cleaning</p> <p>KB15. Procedures for reporting any unidentified soiling</p> <p>KB16. Procedures for disposing off waste</p> <p>KB17. Procedures for disposing off or storing personal protective equipment</p> <p>KB18. Escalation procedures for soils or stains that could not be removed</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <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>

	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 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)
	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
B. Professional Skills	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



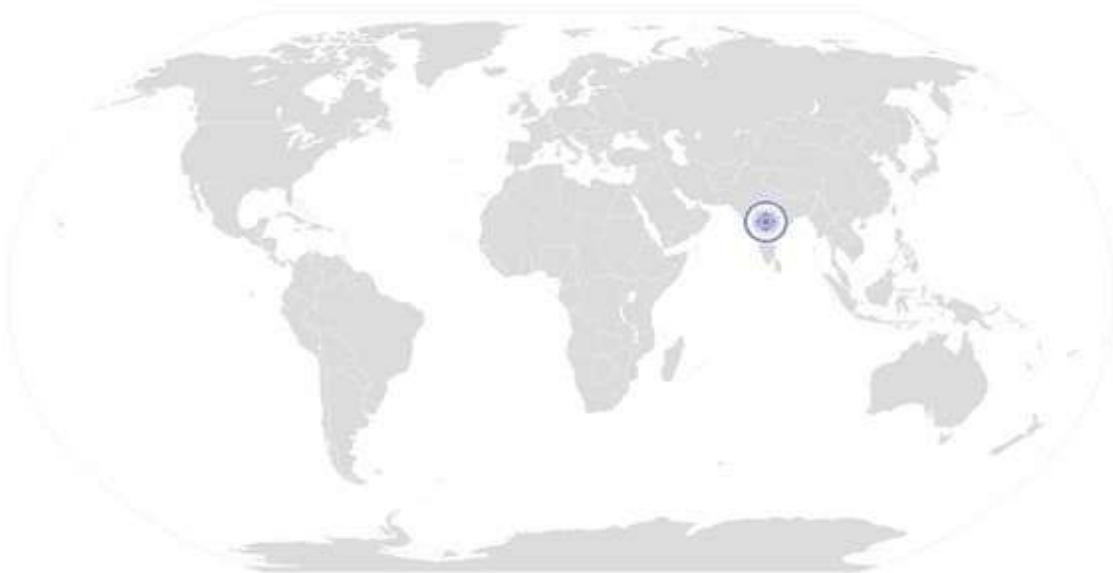
NOS Version Control

To carry out housekeeping

NOS Code	RSC / N 5001		
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 - Rubber Wood	Next review date	22/06/2017


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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	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Inspection to identify problems • Analysis • 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)	
A. Technical	The user/individual on the job needs to know and understand:

<p>Knowledge</p>	<p>KB1. The importance of quality control procedures</p> <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>
<p>Skills (S)</p>	
<p>A. 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. 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> <p>Reading Skills</p> <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> <p>Oral Communication (Listening and Speaking skills)</p> <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>

	SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)
B. Professional Skills	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 5003		
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 - Rubber Wood	Next review date	22/06/2017



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Furniture Assembler
Qualification Pack RSC/ Q 2303
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

Assessment Strategy			Marks Allocation		
NOS	Element	Performance Criteria No.	Total	Theory	Practical
RSC/ N 3203 (Prepare tools and machines, collect products and carry out assembling)	Equipment Readiness	PC1. Ensure that the assembling tools and equipments are clean and ready to use	8	4	4
		PC 2 Prepare and set parameters of machines as per the SOP	6	4	2
	Material Readiness	PC 3 Inspect the products carefully for any defect	6	4	2
		PC 4 Check that OK stamp or release tags are available on the products meant for assembling	8	4	4
		PC 5 Ensure the availability of products to be assembled as per the schedule	4	4	0
	Assembler	PC 6 Carry out assembling of products as per the guidelines	4	2	2
		PC 7 Use tools and equipments appropriately for assembling products	6	4	2
		PC 8 Make proper Jigs and Fixtures required for each machine for making furniture.	6	4	2
		PC 9 Inspect assembled product for any visual defect	8	6	2

		PC 10 Organize for transporting the assembled product to the designated area	8	4	4
		PC 11 Record the quantity of the components received for assembling	6	4	2
		PC 12 Record the quantity of the assembled product sent to the storage area	6	2	4
		PC 13 Record the products rejected due some defect.	6	4	2
		PC 14 Achieve the target for assembling per shift efficiently	4	2	2
	Reporting	PC 15 Report any defect in the product received for assembling to the concerned person	4	2	2
		PC 16 Report any problems faced while assembling the components	6	4	2
			100	60	40
RSC / N 5001 To carry out housekeeping	Pre housekeeping activities	PC 17 Inspect the area while taking into account various surfaces	6	2	4
		PC 18 Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain	4	2	2
		PC 19 Ensure that the cleaning equipment is in proper working condition	5	2	3
		PC 20 Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person	4	0	4
		PC 21 Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces	6	2	4
		PC 22 Inform the affected people about the cleaning activity	4	0	4
		PC 23 Display the appropriate signage for the work being conducted	5	2	3
		PC 24 Ensure that there is adequate ventilation for the work being carried out	4	2	2
		PC 25 Wear the personal protective equipment required for the cleaning method and materials being used	5	2	3

	Operations	PC 26 Use the correct cleaning method for the work area, type of soiling and surface	4	2	2
		PC 27 Carry out cleaning activity without disturbing others	5	1	4
		PC 28 Deal with accidental damage, if any, caused while carrying out the work	2	0	2
		PC 29 Report to the appropriate person any difficulties in carrying out the work	4	1	3
		PC 30 Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill	4	1	3
	Post housekeeping activities	PC 31 Ensure that there is no oily substance on the floor to avoid slippage	6	2	4
		PC 32 Ensure that no scrap material is lying around	4	0	4
		PC 33 Maintain and store housekeeping equipment and supplies	4	2	2
		PC 34 Follow workplace procedures to deal with any accidental damage caused during the cleaning process	2	0	2
		PC 35 Ensure that, on completion of the work, the area is left clean and dry and meets requirements	3	1	2
		PC 36 Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored	5	2	3
		PC 37 Dispose off the waste generated from the activity in an appropriate manner	4	0	4
		PC 38 Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly	4	2	2
		PC 39 Maintain schedules and records for housekeeping duty	4	2	2
		PC 40 Replenish any necessary supplies or consumables	2	0	2
			100	30	70
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	24	10	14

		etc ,as required				
	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