

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- Building Operator - Rubber to Metal Bonding

SECTOR: RUBBER INDUSTRY
SUB-SECTOR: Non-tyre
OCCUPATION: Building
REFERENCE ID: RSC/Q1206
ALIGNED TO: NCO-2015/NIL

Brief Job Description: A Building Operator engaged in Metal to Rubber bonding is responsible for making rubber to metal bond as per given specification and guidelines using appropriate machine , method , chemical and tools.

Personal Attributes: This job requires the individual to be focussed and attentive to perform building operation of rubber to metal bond for various applications. He must be able to work independently under the guidance of the supervisor. He should be comfortable in performing labourious work and willing to learn the efficient methods of assembling operation.



Job Details	Qualifications Pack Code	RSC/Q1206		
	Job Role	Building Operator - Rubber to Metal Bonding		
	Credits(NSQF)	4	Version number	1.0
	Sector	Rubber Manufacturing	Drafted on	02/12/14
	Sub-sector	Non- tyre	Last reviewed on	17/05/17
	Occupation	Building	Next review date	17/05/21
	NSQC Clearance on	18/06/2015		

Job Role	Building Operator - Rubber to Metal Bonding
Role Description	Rubber to Metal bonding building operator is responsible for making product using different component as per given specification using appropriate machine, chemical, tools and method.
NSQF level	4
Minimum Educational Qualifications*	Class X/ITI
Maximum Educational Qualifications*	ITI/Graduate in Science
Training (Suggested but not mandatory)	Training on operation of building of component for making Rubber to Metal bond
Minimum Job Entry Age	18 years
Experience	Worked as a semi-skilled helper for 3-6 months in the same role (Preferred)
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> RSC/N1216 - Prepare raw material, tools and machine for building RSC/N1217 - Perform building operation of Rubber to metal bonding RSC/N1218 - Perform post building activities RSC/N5001 - To carry out housekeeping RSC/N5002 - To carry out reporting and documentation RSC/N5003 - To carry out quality checks RSC/N5004 - To carry out problem identification and escalation RSC/N5005 - To carry out extra safety precaution
Performance Criteria	As described in the relevant OS units

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.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (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.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
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.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
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.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
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 raw material, tools, material, chemical and machine for building Rubber to metal bond.

RSC/N1216

Prepare raw material, tools and machine

National Occupational Standard

Unit Code	RSC/N1216
Unit Title (Task)	Prepare raw material, tools and machine
Description	This unit is about preparing material, tools and machine for building rubber to metal bond
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Prepare the equipments and machine • Move all the required raw material to building area • Ensure housekeeping and safety in building area
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 the availability and cleanliness of all required tools and tackle working table</p> <p>PC2. Ensure that surface metal cleaning method / machine is ready to use</p> <p>PC3. Set parameters for the machine as per the organizational SOP.</p> <p>PC4. Place the tools on a safe and quickly approachable location</p> <p>PC5. Check the sharpness of the knife / scissor for the building purpose for smooth operation</p> <p>PC6. Ensure proper functioning of machine</p>
Raw material appropriateness	<p>PC1. Ensure that the Rubber sheet and chemical used are approved by the laboratory.</p> <p>PC2. Move the required component like metal plate (which has to be given rubber bond) near to assembly bed and kept above ground on some skid / platform</p> <p>PC3. Rubber sheet and Chemical with proper identification should be handled properly</p> <p>PC4. Check the making of Rubber to metal as per schedule given by the planning department</p> <p>PC5. All required component should be as per plan and Tech SOP</p>
Housekeeping & Safety	<p>PC6. Ensure the use of certified tools having all safety tested aspect.</p> <p>PC7. Adhere to all safety norms (such as wearing protective gloves and shoes).</p> <p>PC8. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.</p> <p>PC9. Special attention is required to handle Adhesion chemical / process</p>
Knowledge and Understanding (K)	

RSC/N1216

Prepare raw material, tools and machine

<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. Implications of poorly prepared metal surface (where Rubber has to be bonded)</p> <p>KA2. Importance of identifying non-conforming materials and their storage.</p> <p>KA3. Risk and impact of not following defined procedures/work instructions.</p> <p>KA4. Escalation matrix for reporting identified problems</p> <p>KA5. Records to be maintained and the implications of their non-maintenance.</p> <p>KA6. Importance of housekeeping activities – small dirt in the process can give poor results</p> <p>KA7. Health, safety and environment guidelines, legislation and regulations as applicable.</p> <p>KA8. Personal protection(which protective equipment to be used and how).</p> <p>KA9. Impact of poor practices on health, safety and environment.</p> <p>KA10.Potential hazards including rubber chemicals and actions to minimize them.</p> <p>KA11.The escalation matrix and procedures for reporting hazard</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>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Selection of a toolbased on the component sizeand its importance.</p> <p>KB2. Sharpening of knives / use of stitcher</p> <p>KB3. Use of scale / measuring tape</p> <p>KB4. Setting the parameters for finishing metal surface</p> <p>KB5. Optimal utilization of material while undertaking process for different sizes</p> <p>KB6. Various abnormalities and suitable response for abnormalities in equipment performance.</p> <p>KB7. Proper adhesion of rubber sheet on metal</p> <p>KB8. Implications of delays of application of Rubber sheet</p> <p>KB9. Types of defects leading to rejections and there, reasons and possible solutions.</p> <p>KB10. Cleanliness and safety requirements for commencing building operation.</p> <p>KB11. Units of measurement.</p> <p>KB12. Response to injuries while handling knives, chemical & other material</p> <p>KB13. Knowledge of appropriate batch sizes with respect to requirement.</p> <p>KB14. Knowledge of first aid treatment to address any cut/injury/ chemical burn</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 prepare tags</p> <p>SA2. Fill up appropriate forms and activity logs in required format of the company</p> <p>SA3. 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>

Prepare raw material, tools and machine

	<p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA5. Read images, graphs, diagrams</p> <p>SA6. 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>SA7. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA8. Respond appropriately to any queries</p> <p>SA9. Communicate with supervisor</p> <p>SA10. Communicate with upstream and downstream teams</p> <p>SA11. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p> <p>Integrity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA12. Practice honesty with respect to company property and time</p> <p>SA13. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA14. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust</p> <p>Motivation</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA15. Take responsibility for completing one's own work assignment</p> <p>SA16. Take initiative to enhance/learn skills in one's area of work</p> <p>SA17. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyze one's learning.</p> <p>SA18. Is open to new ways of doing things</p> <p>SA19. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p> <p>Reliability</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA20. Avoid absenteeism</p> <p>SA21. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA22. Work in disciplined factory environment</p> <p>SA23. Be punctual</p>
A. Professional	Decision Making

Prepare raw material, tools and machine

Skills	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Handle thin rubber sheet , tools and machine operation</p> <p>SB2. Handle the Rubber rolls , chemical and use of tools</p> <p>SB3. Handling of build parts</p> <p>SB4. Handling of various types of material handling equipment like forklifts, trolleys</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Plan and organize the factors of production to execute the business plan</p> <p>SB6. Fix up tasks and allotment of the same</p> <p>SB7. Assign tasks to suitable persons</p> <p>SB8. Motivate them for better output and time bound completion of tasks</p>
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Correspond effectively with clients relating to product feedback and for communicating/collecting any other information.</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Solve problems related to equipment and supply of inputs</p> <p>SB11. Solve problems among colleagues</p> <p>SB12. Diagnose problems and resolve at initial stage itself</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Identify the problems pertaining to the use of tools based on visual inspection and work efficiency</p> <p>SB7. Diagnose common problems in the machine based on visual inspection, sound, etc</p> <p>SB8. Suggest improvements(if any) in process based on experience</p> <p>SB9. Minimal wastage rubber sheet and chemical</p>
	Critical Thinking
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB16. Take appropriate action/seek expert opinion to overcome critical situations</p>	

Prepare raw material, tools and machine

NOS Version Control

NOS Code	RSC/N1216		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	02/12/14
Industry Sub-sector	Non Tyre	Last reviewed on	17/05/17
Occupation	Building	Next review date	17/05/21



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National Occupational Standard



Overview

This unit is about performing building operating for Rubber to metal bond

Perform building operation of Rubber to metal bonding

National Occupational Standard	Unit Code	RSC/N1217
	Unit Title (Task)	Perform building operation for Rubber to Metal bonding
	Description	This unit is about performing building operation for Rubber to metal Bond
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Raw material appropriate usage of Rubber sheet and chemical • Operate themachine and on working table • Ensure housekeeping and safety in building area
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Raw material appropriateness	<p>To be competent, the user/individual on the job must be able to :</p> <p>PC1. Ensurethrough visual inspectionsID tags on Rubber sheet</p> <p>PC2. Ensure the usage of well cleaned metal plate (cleaned using method as approaitre by the SOP)</p> <p>PC3. Ensure the availability with proper tag for Adhesion chemicals</p>
	Operation	<p>PC4. Keep cleaned (using any method which company has provided) metal plate where rubber need to be given bond on working table</p> <p>PC5. Keep adhesion chemicals ready with brush (follow Company SOP)</p> <p>PC6. Apply thin layer of Adhesive chemical using brush uniformly</p> <p>PC7. Follow the specified time for drying</p> <p>PC8. Apply second laying of other chemical uniformly and allow it to dry</p> <p>PC9. Apply rubber sheet as per specification appropriately by hand / method as per SOP ,press uniformly and remove air void if any</p> <p>PC10. Monitor the pressuringproperly during the building up operation.</p> <p>PC11. Product is readyto be sent for next stage of operation</p>
	Housekeeping& Safety	<p>PC12. Handle the material using hand gloves and other safety equipment.</p> <p>PC13. Adhere to all safety norms (such as wearing protective gloves and shoes, safety masketc)</p> <p>PC14. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.</p>
	Knowledge and Understanding (K)	
A. Organizational	The user/individual on the job needs to know and understand:	

Perform building operation of Rubber to metal bonding

<p>Context (Knowledge of the company/ organization and its processes)</p>	<p>KA1. Building up operation and its importance of accuracy.</p> <p>KA2. Implications of poorly prepared/ defective tools.</p> <p>KA3. The material disposal procedure, importance of appropriate disposal of material and implications of not following the material disposal procedure.</p> <p>KA4. How to conduct quality and damage checks and their importance.</p> <p>KA5. Importance of identifying non-conforming products and their storage.</p> <p>KA6. Risk and impact of not following defined procedures/work instructions.</p> <p>KA7. The escalation matrix for reporting identified issues.</p> <p>KA8. Types of documentation in the organization and their importance.</p> <p>KA9. Records to be maintained and the implications of their non-maintenance.</p> <p>KA10. Importance of housekeeping & good shop floor practices</p> <p>KA11. Health, safety and environment guidelines, legislations and regulations, as applicable.</p> <p>KA12. Personal protection (which protective equipment to be used and how).</p> <p>KA13. Impact of poor practices on health, safety and environment.</p> <p>KA14. Potential hazards and actions to minimize them.</p> <p>KA15. The escalation matrix and procedures for reporting hazards.</p> <p>KA16. Importance of FIFO</p> <p>KA17. Impact of various practices on cost, quality, productivity, delivery and safety.</p> <p>KA18. Handover/Takeover of the equipment/work area as per organizational SOP.</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Building operation of metal to Rubber bonding using various chemical, tools and machine.</p> <p>KB2. Cleanliness and safety requirements for commencing assembly operation.</p> <p>KB3. Building techniques using stitcher, poker and knife</p> <p>KB4. Operation (working table working, possible setting levels and typical processes followed for different for different six of the belt</p> <p>KB5. Functioning of scissor / knives and their appropriate sharpness</p> <p>KB6. Effects of improper chemical application on bonding.</p> <p>KB7. Effects of improper surface cleaning of metal</p> <p>KB8. The process and importance of quality checks.</p> <p>KB9. Types of defects leading to rejections and their indicators, reasons and possible solutions.</p> <p>KB10. Potential problems in the building operation.</p> <p>KB11. Units of measurement.</p> <p>KB12. Knowledge of first aid treatment to respond to injuries.</p> <p>KB13. Knowledge of cutting appropriate piece sizes with respect to appropriate tools and machinery.</p> <p>KB14. When to remove trapped air while making rubber to metal bond</p>
<p>Skills (S)</p>	

Perform building operation of Rubber to metal bonding

A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and prepare tags / writing details on assembled Raw belt SA2. Fill up appropriate forms and activity logs in required format of the company SA3. 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: SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA5. Read images, graphs, diagrams SA6. Understand the various coding systems as per company norms
	Oral Communication (Listening and Speaking skills)



Perform building operation of Rubber to metal bonding

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA8. Respond appropriately to any queries</p> <p>SA9. Communicate with supervisor</p> <p>SA10. Communicate with upstream and downstream teams</p> <p>SA11. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p> <p>Integrity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA12. Practice honesty with respect to company property and time</p> <p>SA13. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA14. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust</p> <p>Motivation</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA15. Take responsibility for completing one’s own work assignment</p> <p>SA16. Take initiative to enhance/learn skills in one’s area of work</p> <p>SA17. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyze one’s learning.</p> <p>SA18. Is open to new ways of doing things</p> <p>SA19. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p> <p>Reliability</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA20. Avoid absenteeism</p> <p>SA21. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA22. Work in disciplined factory environment</p> <p>SA23. Be punctual</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. Handle pressuring roller / stitcher and other tools and machine</p> <p>SB2. Handle metal , Rubber and chemical</p> <p>SB3. Handle assembled raw parts</p> <p>SB4. Handling of various types of material handling equipment like forklifts, trolleys etc</p>
	<p>Plan and Organize</p>

Perform building operation of Rubber to metal bonding

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Plan and organize the factors of production to execute the business plan SB6. Fix up tasks and allotment of the same SB7. Assign tasks to suitable persons SB8. Motivate them for better output and time bound completion of tasks</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Correspond effectively with clients relating to product feedback and for communicating/collecting any other information.</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Solve problems related to equipment and supply of inputs SB11. Solve problems among colleagues SB12. Diagnose problems and resolve at initial stage itself</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency SB2. Diagnose common problems in the machine based on visual inspection, sound etc SB3. Suggest improvements(if any) in process based on experience SB4. Optimal use of rubber bales to cut pieces of different sizes with minimal wastage SB5. No mix up of two different type of chemical , Rubber sheet etc</p>
	<p>Critical Thinking</p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB16. Take appropriate action/seek expert opinion to overcome critical situations</p>	

Perform building operation of Rubber to metal bonding

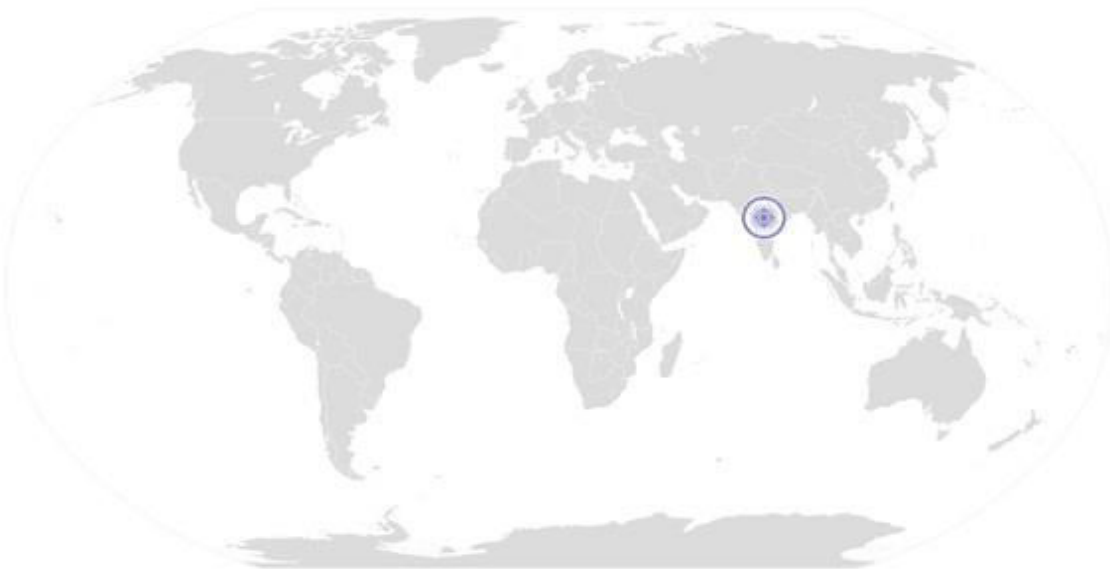
NOS Version Control

NOS Code	RSC/N1217		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	02/12/14
Industry Sub-sector	Non Tyre	Last reviewed on	17/05/17
Occupation	Building	Next review date	17/05/21



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National Occupational Standard



Overview

This unit is about performing activities after building / assembling operation

Perform Post-building and assembling Activities

National Occupational Standard	Unit Code	RSC/N1218
	Unit Title (Task)	Perform post-building activities for Metal to rubber bond
	Description	This unit is about performing post building of Metal to Rubber bond
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Operate the roller and mark the product for proper identification • Handling of unused components and disposal • Form appropriate batches of the product • Send sample to lab for testing • Ensuring housekeeping and safety in the building area
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Operation	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Clean tools and keep the tools at designated place after the completion of building operation.</p> <p>PC2. Organize to keep the rubberrolls, chemicals appropriately.</p> <p>PC3. Proper marking of Rubber rollswith, specified size and quantity, date, shift and the operator's name.</p> <p>PC4. Remove remaining portions of therubber from the working table / assembly area</p>
	Material disposal	PC5. Dispose of waste material safely, as per organizationalSOP.
	Batch Marking	PC6. Ensure identification and traceability by product marking/coding for the right product as per the instructions laid down by the company (in terms of batch number, weight, color and date stamp).
	Sampling	PC7. Send sample of the prepared product in the specified sample size and method as directed by the company
Housekeeping& Safety	<p>PC8. Handle the material using hand gloves and other safety equipment.</p> <p>PC9. Adhere to all safety norms (such as wearing protective gloves, shoes, safety masks etc).</p> <p>PC10. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.</p>	

Knowledge and Understanding (K)	
<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> <ul style="list-style-type: none"> KA1. Implications of inappropriate rubber thickness KA2. Significance of non uniform chemical application KA3. Significance of poor cleaning of metal surface KA4. Importance of identifying non-conforming products and their storage. KA5. Risk and impact of not following defined procedures/work instructions. KA6. The escalation matrix and procedures for reporting identified problems. KA7. Types of documentation in the organization and their importance. KA8. Records to be maintained and the implications of their non-maintenance. KA9. Importance of housekeeping and good shop floor practices KA10. Health, safety, and environment guidelines, legislations and regulations as applicable. KA11. Personal protection (which protective equipment to be used and how). KA12. Potential hazards and actions to minimize them. KA13. Impact of poor practices on health, safety and environment. KA14. The escalation matrix and procedures for reporting hazards. KA15. Handover/Takeover of the equipment/work area as per organizational SOP.
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. Appropriate method of storage of rubber sheet rolls KB2. Methods for removing remaining portions from the assembling area KB3. Process and importance of dimensional and quality checks. KB4. Size marking techniques. KB5. Implications of incorrect size marking. KB6. Implications of inappropriate waste disposal. KB7. Types of defects leading to rejections and their indicators, reasons and possible solutions. KB8. Units of measurement. KB9. Coding systems for identification and traceability. KB10. Knowledge of weighing scales / measuring scale. KB11. Knowledge of the storage life of product KB12. The usage of placing different types of tags for not using defective tools and visual sign on such tools
Skills (S)	
<p>A. Core Skills/ Generic Skills</p>	<p style="text-align: center;">Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA1. Construct simple sentences and place tags SA2. Fill up appropriate forms and activity logs in required format of the company SA3. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such

Perform Post-building and assembling Activities

	as estimation and approximation, for practical purposes
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA5. Read images, graphs, diagrams SA6. 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: SA7. Express statements, opinions or information clearly so that others can hear and understand SA8. Respond appropriately to any queries SA9. Communicate with supervisor SA10. Communicate with upstream and downstream teams SA11. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)
	Integrity The user/individual on the job needs to know and understand how to: SA12. Practice honesty with respect to company property and time SA13. Communicate with people in a form and manner and using language that is open and respectful SA14. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust
	Motivation The user/individual on the job needs to know and understand how to: SA15. Take responsibility for completing one’s own work assignment SA16. Take initiative to enhance/learn skills in one’s area of work SA17. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyze one’s learning. SA18. Is open to new ways of doing things SA19. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.
	Reliability The user/individual on the job needs to know and understand how to: SA20. Avoid absenteeism SA21. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations SA22. Work in disciplined factory environment SA23. Be punctual

Perform Post-building and assembling Activities

B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Handle pressuring roller / stitcher and other tools and machine SB2. Handle metal , Rubber and chemical SB3. Handle assembled raw parts SB4. Handling of various types of material handling equipment like forklifts, trolleys etc
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB5. Plan and organize the factors of production to execute the business plan SB6. Fix up tasks and allotment of the same SB7. Assign tasks to suitable persons SB8. Motivate them for better output and time bound completion of tasks
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB9. Correspond effectively with clients relating to product feedback and for communicating/collecting any other information.
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB10. Solve problems related to equipment and supply of inputs SB11. Solve problems among colleagues SB12. Diagnose problems and resolve at initial stage itself
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB1. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency SB2. Diagnose common problems in the machine based on visual inspection, sound etc SB3. Suggest improvements(if any) in process based on experience SB4. Optimal use of rubber bales to cut pieces of different sizes with minimal wastage SB5. No mix up of two different type of chemical , Rubber sheet etc
Critical Thinking	

RSC/N1218
Perform Post-building and assembling Activities

	The user/individual on the job needs to know and understand how to: SB16. Take appropriate action/seek expert opinion to overcome critical situations
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NOS Code	RSC/N1218		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	02/12/14
Industry Sub-sector	Non-Tyre	Last reviewed on	17/05/17
Occupation	Building	Next review date	17/05/21

NOS Version Control



National Occupational Standard



Overview

This unit is about carrying out housekeeping

To Carry Out Housekeeping Activities

National Occupational Standard

Unit Code	RSC/N5001
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) wart. 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>

RSC/N5001

To Carry Out Housekeeping Activities

<p>Post housekeeping activities</p>	<p>PC15. Ensure that there is no oily substance on the floor to avoid slippage PC16. Ensure that no scrap material is lying around PC17. Maintain and store housekeeping equipment and supplies PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored PC21. Dispose the waste garnered from the activity in an appropriate manner PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly PC23. Maintain schedules and records for housekeeping duty PC24. Replenish any necessary supplies or consumables</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Technical Knowledge</p>	<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 KB2. How to inspect a work area to decide what cleaning it needs KB3. Methods and materials that used for cleaning variety of surfaces KB4. The types of cleansing agents that are not to be mixed together KB5. The correct method for cleaning equipment and/or machinery used during your work KB6. The importance of personal protective equipment KB7. Appropriate personal protective equipment for the work area, cleaning equipment, tools, materials and chemicals used KB8. The correct sequence for cleaning the work area KB9. The time taken by the treatment to work KB10. The importance of following manufacturer's instructions on cleaning agents KB11. The most appropriate place to carry out test cleans and why this should be done before applying treatments KB12. The importance of applying treatments evenly and the effect of not doing this KB13. Process of cleaning the surfaces without causing injury or damage KB14. The method to check the treated surface and equipment on completion of cleaning KB15. Procedures for reporting any unidentified soiling KB16. Procedures for disposing of waste KB17. Procedures for disposing off or storing personal protective equipment KB18. Escalation procedures for soils or stains that could not be removed</p>
<p>Skills (S)</p>	

To Carry Out Housekeeping Activities

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



To Carry Out Housekeeping Activities

	<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>Integrity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA13. Practice honesty with respect to company property and time</p> <p>SA14. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA15. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust</p> <p>Motivation</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA16. Take responsibility for completing one’s own work assignment</p> <p>SA17. Take initiative to enhance/learn skills in one’s area of work</p> <p>SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyze one’s learning.</p> <p>SA19. Is open to new ways of doing things</p> <p>SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p> <p>Reliability</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA21. Avoid absenteeism</p> <p>SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA23. Work in disciplined factory environment</p> <p>SA24. Be punctual</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. Handle pressuring roller / stitcher and other tools and machine</p> <p>SB2. Handle metal , Rubber and chemical</p> <p>SB3. Handle assembled raw parts</p> <p>SB4. Handling of various types of material handling equipment like forklifts, trolleys etc</p>
	<p>Plan and Organize</p>

To Carry Out Housekeeping Activities

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Plan and organize the factors of production to execute the business plan SB6. Fix up tasks and allotment of the same SB7. Assign tasks to suitable persons SB8. Motivate them for better output and time bound completion of tasks</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Correspond effectively with clients relating to product feedback and for communicating/collecting any other information.</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Solve problems related to equipment and supply of inputs SB11. Solve problems among colleagues SB12. Diagnose problems and resolve at initial stage itself</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency SB2. Diagnose common problems in the machine based on visual inspection, sound etc SB3. Suggest improvements(if any) in process based on experience SB4. Optimal use of rubber bales to cut pieces of different sizes with minimal wastage SB5. No mix up of two different type of chemical , Rubber sheet etc</p>
	<p>Critical Thinking</p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB16. Take appropriate action/seek expert opinion to overcome critical situations</p>	

RSC/N5001

To Carry Out Housekeeping Activities

NOS Version Control

NOS Code	RSC/N5001		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	04/06/14
Industry Sub-sector	Non Tyre	Last reviewed on	17/05/17
Occupation	Building	Next review date	17/05/21


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National Occupational Standard



Overview

This unit is about reporting and documentation

RSC/N5002
To Carry Out Reporting And Documentation

National Occupational Standard	Unit Code	RSC/N5002
	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</p> <p>PC2. Report to the appropriate authority as laid down by the company</p> <p>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</p> <p>PC5. Record details accurately an appropriate format</p> <p>PC6. Complete all documentation within stipulated time according to company procedure</p> <p>PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly</p> <p>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</p> <p>PC10. Inform the appropriate authority of requests for information received</p>
	Knowledge and Understanding (K)	
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different methods of recording information</p> <p>KB2. Various documents that need to be maintained</p> <p>KB3. Company procedure for filling/maintaining up the documents</p> <p>KB4. Procedures for reporting to the appropriate authority</p> <p>KB5. Procedures for recording damage, breakages etc</p> <p>KB6. Reporting incidents where standard operating procedures are not followed</p> <p>KB7. The importance of complete and accurate documentation</p> <p>KB8. How to maintain complete documentation accurately and within agreed timescales</p> <p>KB9. The importance of ensuring that the documents are correct</p>	

To Carry Out Reporting And Documentation

	<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)

To Carry Out Reporting And Documentation

	<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>Integrity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA13. Practice honesty with respect to company property and time</p> <p>SA14. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA15. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust</p> <p>Motivation</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA16. Take responsibility for completing one’s own work assignment</p> <p>SA17. Take initiative to enhance/learn skills in ones’s area of work</p> <p>SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyze one’s learning.</p> <p>SA19. Is open to new ways of doing things</p> <p>SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p> <p>Reliability</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA21. Avoid absenteeism</p> <p>SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA23. Work in disciplined factory environment</p> <p>SA24. Be punctual</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. Handle pressuring roller / stitcher and other tools and machine</p> <p>SB2. Handle metal , Rubber and chemical</p> <p>SB3. Handle assembled raw parts</p> <p>SB4. Handling of various types of material handling equipment like forklifts, trolleys etc</p>
	<p>Plan and Organize</p>

To Carry Out Reporting And Documentation

	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB5. Plan and organize the factors of production to execute the business plan SB6. Fix up tasks and allotment of the same SB7. Assign tasks to suitable persons SB8. Motivate them for better output and time bound completion of tasks
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB9. Correspond effectively with clients relating to product feedback and for communicating/collecting any other information.
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB10. Solve problems related to equipment and supply of inputs SB11. Solve problems among colleagues SB12. Diagnose problems and resolve at initial stage itself
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB1. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency SB2. Diagnose common problems in the machine based on visual inspection, sound etc SB3. Suggest improvements(if any) in process based on experience SB4. Optimal use of rubber bales to cut pieces of different sizes with minimal wastage SB5. No mix up of two different type of chemical , Rubber sheet etc
	<p>Critical Thinking</p>
<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB16. Take appropriate action/seek expert opinion to overcome critical situations 	

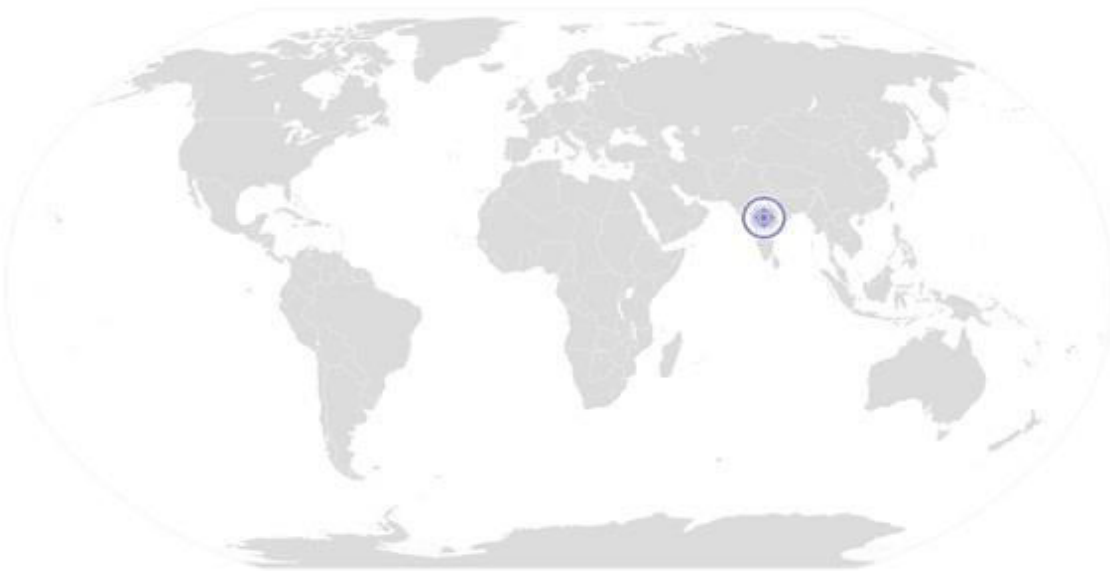
RSC/N5002
To Carry Out Reporting And Documentation

NOS Version Control

NOS Code	RSC/N5002		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	04/06/14
Industry Sub-sector	NonTyre	Last reviewed on	17/05/17
Occupation	Building	Next review date	17/05/21


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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/N5003
	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 Inspections and quality checks to identify problems Analysis to 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 incharge/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 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>Integrity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA13. Practice honesty with respect to company property and time</p> <p>SA14. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA15. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust</p> <p>Motivation</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA16. Take responsibility for completing one’s own work assignment</p> <p>SA17. Take initiative to enhance/learn skills in one’s area of work</p> <p>SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one’s learning.</p> <p>SA19. Is open to new ways of doing things</p> <p>SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p> <p>Reliability</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA21. Avoid absenteeism</p> <p>SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA23. Work in disciplined factory environment</p> <p>SA24. Be punctual</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. Handle pressuring roller / stitcher and other tools and machine</p> <p>SB2. Handle metal , Rubber and chemical</p> <p>SB3. Handle assembled raw parts</p> <p>SB4. Handling of various types of material handling equipment like forklifts, trolleys etc</p>
	<p>Plan and Organize</p>

To Carry Out Quality Checks

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Plan and organize the factors of production to execute the business plan SB6. Fix up tasks and allotment of the same SB7. Assign tasks to suitable persons SB8. Motivate them for better output and time bound completion of tasks</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Correspond effectively with clients relating to product feedback and for communicating/collecting any other information.</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Solve problems related to equipment and supply of inputs SB11. Solve problems among colleagues SB12. Diagnose problems and resolve at initial stage itself</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency SB2. Diagnose common problems in the machine based on visual inspection, sound etc SB3. Suggest improvements(if any) in process based on experience SB4. Optimal use of rubber bales to cut pieces of different sizes with minimal wastage SB5. No mix up of two different type of chemical , Rubber sheet etc</p>
	<p>Critical Thinking</p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB16. Take appropriate action/seek expert opinion to overcome critical situations</p>	

RSC/N5003

To Carry Out Quality Checks

NOS Version Control

NOS Code	RSC/N5003		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	04/06/14
Industry Sub-sector	NonTyre	Last reviewed on	17/05/17
Occupation	Building	Next review date	17/05/21



Carry out problem identification and escalation

National Occupational Standard



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Overview

This unit is about problem identification and escalation

Carry out problem identification and escalation

National Occupational Standard	Unit Code	RSC/N5004
	Unit Title (Task)	To carry out problem identification and escalation
	Description	This unit is about problem identification and escalation
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Identify problems across: <ul style="list-style-type: none"> - Raw materials - Compounds - Product - Equipment - Others • Take necessary corrective action • Escalation of unresolved identified problems
Performance Criteria(PC) w.r.t. the Scope		
Element	Performance Criteria	
Problem Identification	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Identify defects/indicators of problems</p> <p>PC2. Identify any wrong practices that may lead to problems</p> <p>PC3. Identify practices that may impact the final product quality</p> <p>PC4. Identify if the problem has occurred before</p> <p>PC5. Identify other operations that might be impacted by the problem</p> <p>PC6. Ensure that no delays are caused as a result of failure to escalate problems</p>	
Necessary Action	<p>PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required)</p> <p>PC8. Consider possible reasons for identification of problems</p> <p>PC9. Consider applicable corrections and formulate corrective action</p> <p>PC10. Formulate action in a timely manner</p> <p>PC11. Communicate problem/remedial action to appropriate parties</p> <p>PC12. Take corrective action in a timely manner</p> <p>PC13. Take corrective action for problems identified according to the company procedures</p> <p>PC14. Report/document problem and corrective action in an appropriate manner</p> <p>PC15. Monitor corrective action</p> <p>PC16. Evaluate implementation of corrective action taken to determine if the</p>	

Carry out problem identification and escalation

	<p>problem has been resolved</p> <p>PC17. Ensure that corrective action selected is viable and practical</p> <p>PC18. Ensure that correct solution is identified to an identified problem</p> <p>PC19. Take corrective action for problems identified according to the company procedures</p> <p>PC20. Ensure that no delays are caused as a result of failure to take necessary action</p>
Problem Escalation	<p>PC21. Escalate problem as per laid down escalation matrix</p> <p>PC22. Escalate the problem within stipulated time</p> <p>PC23. Escalate the problem in an appropriate manner</p> <p>PC24. Ensure that no delays are caused as a result of failure to escalate problems</p>
Knowledge and Understanding (K)	
A. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Indicators of problems</p> <p>KB2. The working of the equipment and accessories(if applicable)</p> <p>KB3. The impact of operations on the user and equipment(if applicable)</p> <p>KB4. The impact of operations on the final product (if applicable)</p> <p>KB5. The effect of not rectifying the problems identified</p> <p>KB6. The reason for the occurrence of previous problems</p> <p>KB7. Measures and steps that have been taken to address the previous problems</p> <p>KB8. Possible solutions for various problems</p> <p>KB9. The correct method for carrying out corrective actions outlined for each problem</p> <p>KB10. The impact of not carrying out the corrective actions</p> <p>KB11. The documentation procedure for recording such problems, as per company norms</p> <p>KB12. The escalation matrix for reporting problems</p> <p>KB13. Escalation matrix for reporting unresolved problems</p> <p>KB14. The time frame within which in which each problem needs to be escalated</p> <p>KB15. Manner in which each problem needs to be escalated</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> <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</p>

Carry out problem identification and escalation

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

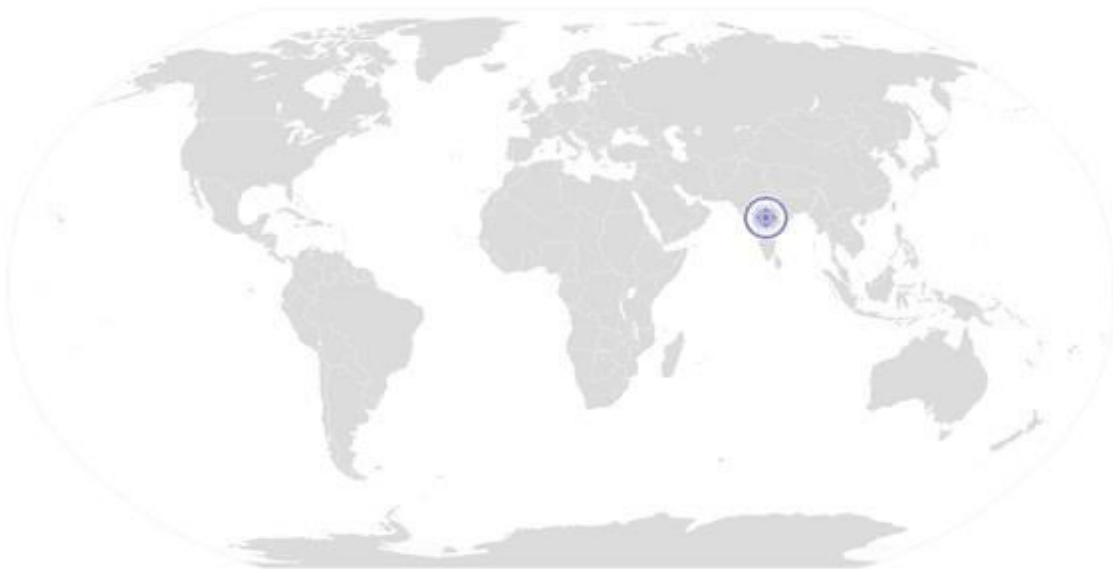
Carry out problem identification and escalation

B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Handle pressuring roller / stitcher and other tools and machine SB2. Handle metal , Rubber and chemical SB3. Handle assembled raw parts SB4. Handling of various types of material handling equipment like forklifts, trolleys etc
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB5. Plan and organize the factors of production to execute the business plan SB6. Fix up tasks and allotment of the same SB7. Assign tasks to suitable persons SB8. Motivate them for better output and time bound completion of tasks
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB9. Correspond effectively with clients relating to product feedback and for communicating/collecting any other information.
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB10. Solve problems related to equipment and supply of inputs SB11. Solve problems among colleagues SB12. Diagnose problems and resolve at initial stage itself
	Analytical Thinking
The user/individual on the job needs to know and understand how to: SB1. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency SB2. Diagnose common problems in the machine based on visual inspection, sound etc SB3. Suggest improvements(if any) in process based on experience SB4. Optimal use of rubber bales to cut pieces of different sizes with minimal wastage SB5. No mix up of two different type of chemical , Rubber sheet etc	
Critical Thinking	

RSC/N5004

Carry out problem identification and escalation

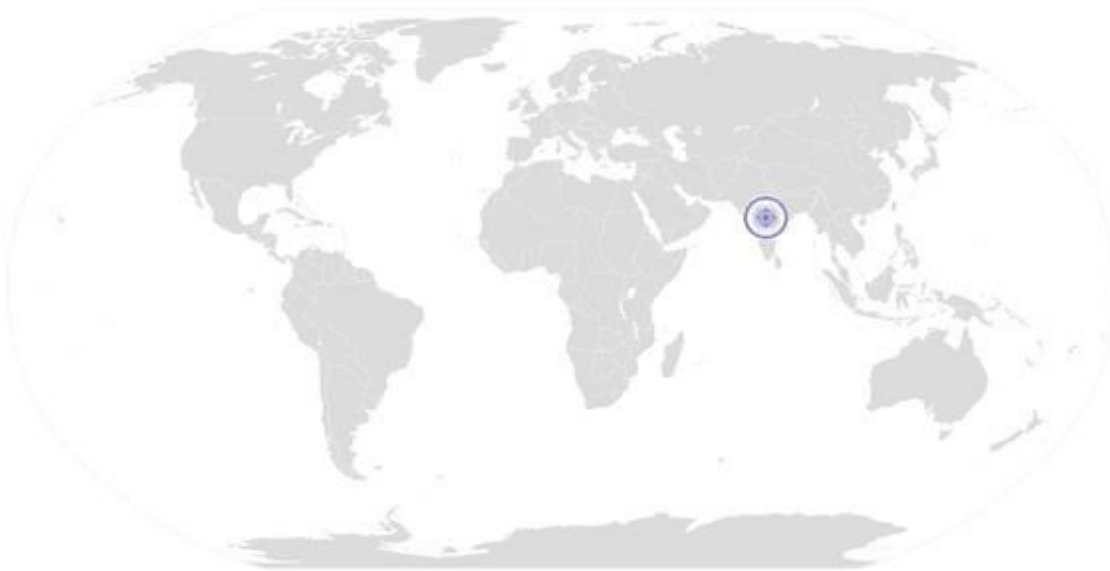
	The user/individual on the job needs to know and understand how to: SB16. Take appropriate action/seek expert opinion to overcome critical situations
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RSC/N5004
Carry out problem identification and escalation

NOS Version Control

NOS Code	RSC/N5004		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	04/06/14
Industry Sub-sector	NonTyre	Last reviewed on	17/05/17
Occupation	Building	Next review date	17/05/21



Carry out problem identification and escalation

National Occupational Standard



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Overview

This unit is about carrying out special safety check

RSC/N5005
To Carry Out Special Safety Check

National Occupational Standard	Unit Code	RSC / N 5005
	Unit Title (Task)	To carry out special safety check
	Description	This unit is about carrying out special safety check
	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>PC16. Ensure that total range of checks are regularly and consistently performed</p> <p>PC17. Use appropriate measuring instruments, equipment, tools, accessories and chemical etc ,as required</p>
	Analysis	<p>PC18. Identify tools and chemical required special safety checks</p> <p>PC19. Identify potential causes of non-conformities to safety standards</p> <p>PC20. Review effectiveness of corrective action</p>
	Reporting	<p>PC21. Interpret the results of the Safety check correctly</p> <p>PC22. Take up results of the findings with safety in charge/appropriate authority.</p> <p>PC23. Record of results of action taken</p> <p>PC24. Record adjustments not covered by established procedures for future reference</p> <p>PC25. Review effectiveness of action taken</p>
	Knowledge and Understanding (K)	
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB14. The importance of safety control procedures</p> <p>KB15. Relevance and importance of activities as use of tolls and safety measures</p> <p>KB16. Proper procedure for selecting the material and chemicals</p> <p>KB17. Availability of work instructions, as necessary,</p> <p>KB18. Characteristics of the product/material</p> <p>KB19. Use of suitable equipment for handling safety</p> <p>KB20. Availability and use of monitoring and measuring devices,</p> <p>KB21. Requirements of records</p>	

To Carry Out Special Safety Check

	<p>KB22. Importance of maintaining accurate up-to-date records KB23. The need to report within the stipulated time KB24. Implications of inaccurate safety measure like chemicals etc KB25. The cost of non-conformance to safety standards</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>SA25. Construct simple sentences and express ideas clearly through written communication SA26. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA27. Write simple letters, mails, etc SA28. 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 and Understanding Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA29. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA30. Read images, graphs, diagrams SA31. 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>SA32. Express statements, opinions or information clearly so that others can hear and understand SA33. Respond appropriately to any queries SA34. Communicate with supervisor SA35. Communicate with upstream and downstream teams SA36. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>
	Integrity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA37. Practice honesty with respect to company property and time SA38. Communicate with people in a form and manner and using language that is open and respectful SA39. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust</p>
	Motivation

To Carry Out Special Safety Check

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA40. Take responsibility for completing one’s own work assignment</p> <p>SA41. Take initiative to enhance/learn skills in one’s area of work</p> <p>SA42. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyze one’s learning.</p> <p>SA43. Is open to new ways of doing things</p> <p>SA44. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p>
	<p>Reliability</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA45. Avoid absenteeism</p> <p>SA46. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA47. Work in disciplined factory environment</p> <p>SA48. Be punctual</p>



RSC/N5005
To Carry Out Special Safety Check

NOS Version Control

NOS Code	RSC / N 5005		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	02/12/14
Industry Sub-sector	Tyre and NonTyre	Last reviewed on	02/12/14
Occupation	Building	Next review date	02/12/15



Criteria For Assessment Of Trainees

Job Role: Building Operator: Rubber to Metal Bond

Qualification Pack Code: RSC/Q1206

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. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack , every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation	
Total Marks: 700					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
RSC / N 1216 Prepare raw material, tools and machine for building Rubber to Metal bond	PC1. Ensure the availability and cleanliness of all required tools and tackle working table	100	8	4	4
	PC2. Ensure that surface metal cleaning method / machine is ready to use		13	9	4
	PC3. Set parameters for the machine as per the organizational SOP.		15	7	8
	PC4. Place the tools on a safe and quickly approachable location		1	0	1
	PC5. Check the sharpness of the knife / scissor for the building purpose for smooth operation		1	0	1
	PC6. Ensure proper functioning of machine		10	5	5
	PC7. Ensure that the Rubber sheet and chemical used are approved by the laboratory.		2	2	0
	PC8. Move the required component like metal plate (which has to be given rubber bond) near to assembly bed and kept above ground on some skid / platform		5	2	3

Qualifications Pack For Building Operator : Rubber to Metal Bonding

	PC9. Rubber sheet and Chemical with proper identification should be handled properly		7	5	2
	PC10. Check the making of Rubber to metal as per schedule given by the planning department		12	8	4
	PC11. All required component should be as per plan and Tech SOP		12	8	4
	PC12. Ensure the use of certified tools having all safety tested aspect.		2	2	0
	PC13. Adhere to all safety norms (such as wearing protective gloves and shoes).		4	2	2
	PC14. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		2	2	0
	PC15. Special attention is required to handle Adhesion chemical / process		6	4	2
	Total		100	60	40
RSC / N 1217 Perform building operation of Rubber to metal bond	PC1. Ensure through visual inspections ID tags on Rubber sheet	100	14	5	9
	PC2. Ensure the usage of well cleaned metal plate (cleaned using method as appropriate by the SOP)		9	3	6
	PC3. Ensure the availability with proper tag for Adhesion chemicals		6	4	2
	PC4. Keep cleaned (using any method which company has provided) metal plate where rubber need to be given bond on working table		4	2	2
	PC5. Keep adhesion chemicals ready with brush (follow Company SOP)		2	2	0
	PC6. Apply thin layer of Adhesive chemical using brush uniformly		9	2	7
	PC7. Follow the specified time for drying		8	4	4
	PC8. Apply second laying of other chemical uniformly and allow it to dry		9	2	7
	PC9. Apply rubber sheet as per specification appropriately by hand / method as per SOP ,press uniformly and remove air void if any		10	2	8
	PC10. Monitor the pressuring properly during the building up operation.		6	0	6
	PC11. Product is ready to be sent for next stage of operation		7	5	2
	PC12. Handle the material using hand gloves and other safety equipment.		9	5	4
	PC13. Adhere to all safety norms (such as wearing protective gloves and shoes, safety mask etc)		5	2	3
	PC14. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		2	2	0
	Total		100	40	60
RSC / N 1218 Perform Post- building and assembling Activities	PC1. Clean tools and keep the tools at designated place after the completion of building operation.	100	4	2	2
	PC2. Organize to keep the rubber rolls , chemicals appropriately.		12	6	6
	PC3. Proper marking of Rubber rolls with, specified size and quantity, date, shift and the operator's name.		15	8	7
	PC4. Remove remaining portions of the rubber from the working table / assembly area		11	8	3
	PC5. Dispose of waste material safely, as per organizational SOP.		7	2	5
	PC6. Ensure identification and traceability by product marking/coding for the right product as per the instructions laid down by the company (in terms of batch number, weight, color and date stamp).		18	12	6
	PC7. Send sample of the prepared product in the specified sample size and method as directed by the company		10	8	2
	PC8. Handle the material using hand gloves and other safety equipment.		11	6	5

Qualifications Pack For Building Operator : Rubber to Metal Bonding

	PC9. Adhere to all safety norms (such as wearing protective gloves, shoes, safety masks etc).		9	5	4
	PC10. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		3	3	0
	Total		100	60	40
RSC/N5001 To Carry Out Housekeeping	PC1. Inspect the area while taking into account various surfaces	100	3	3	0
	PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain		3	3	0
	PC3. Ensure that the cleaning equipment is in proper working condition		3	3	0
	PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person		3	3	0
	PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces		3	3	0
	PC6. Inform the affected people about the cleaning activity		2	2	0
	PC7. Display the appropriate signage for the work being conducted		3	3	0
	PC8. Ensure that there is adequate ventilation for the work being carried out		3	3	0
	PC9. Wear the personal protective equipment required for the cleaning method and materials being used		3	3	0
	PC10. Use the correct cleaning method for the work area, type of soiling and surface		3	3	0
	PC11. Carry out cleaning activity without disturbing others		3	3	0
	PC12. Deal with accidental damage, if any, caused while carrying out the work		3	3	0
	PC13. Report to the appropriate person any difficulties in carrying out your work		3	3	0
	PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill		3	3	0
	PC15. Ensure that there is no oily substance on the floor to avoid slippage		9	3	6
	PC16. Ensure that no scrap material is lying around		9	3	6
	PC17. Maintain and store housekeeping equipment and supplies		3	3	0
	PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process		3	3	0
	PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements		8	2	6
	PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored		3	3	0
	PC21. Dispose the waste garnered from the activity in an appropriate manner		9	3	6
	PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly		9	3	6
	PC23. Maintain schedules and records for housekeeping duty		3	3	0
	PC24. Replenish any necessary supplies or consumables		3	3	0
	Total		100	70	30
RSC/N5002 To	PC1. Report data/problems/incidents as applicable in a timely manner		12	8	4

Qualifications Pack For Building Operator : Rubber to Metal Bonding

Carry Out Reporting And Documentation	PC2. Report to the appropriate authority as laid down by the company	100	12	8	4
	PC3. Follow reporting procedures as prescribed by the company		12	8	4
	PC4. Identify documentation to be completed relating to one's role		10	6	4
	PC5. Record details accurately an appropriate format		16	6	10
	PC6. Complete all documentation within stipulated time according to company procedure		14	4	10
	PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly		6	4	2
	PC8. Make sure documents are available to all appropriate authorities to inspect		6	4	2
	PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures		6	6	0
	PC10. Inform the appropriate authority of requests for information received		6	6	0
					100
RSC/N5003 To Carry Out Quality Checks	PC1. Ensure that total range of checks are regularly and consistently performed	100	24	10	14
	PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required		24	10	14
	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
	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
	Total		100	60	40
RSC/N5004 To Carry Out Problem Identification And Escalation	PC1. Identify defects/indicators of problems	100	7	4	3
	PC2. Identify any wrong practices that may lead to problems		6	3	3
	PC3. Identify practices that may impact the final product quality		6	3	3
	PC4. Identify if the problem has occurred before		5	3	2
	PC5. Identify other operations that might be impacted by the problem		6	4	2
	PC6. Ensure that no delays are caused as a result of failure to escalate problems		5	3	2
	PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required)		8	5	3

Qualifications Pack For Building Operator : Rubber to Metal Bonding

	PC8. Consider possible reasons for identification of problems		8	5	3
	PC9. Consider applicable corrections and formulate corrective action		3	3	0
	PC10. Formulate action in a timely manner		3	3	0
	PC11. Communicate problem/remedial action to appropriate parties		7	5	2
	PC12. Take corrective action in a timely manner		2	2	0
	PC13. Take corrective action for problems identified according to the company procedures		2	2	0
	PC14. Report/document problem and corrective action in an appropriate manner		8	5	3
	PC15. Monitor corrective action		2	2	0
	PC16. Evaluate implementation of corrective action taken to determine if the problem has been resolved		2	2	0
	PC17. Ensure that corrective action selected is viable and practical		2	2	0
	PC18. Ensure that correct solution is identified to an identified problem		2	2	0
	PC19. Take corrective action for problems identified according to the company procedures		1	1	0
	PC20. Ensure that no delays are caused as a result of failure to take necessary action		1	1	0
	PC21. Escalate problem as per laid down escalation matrix		4	3	1
	PC22. Escalate the problem within stipulated time		4	3	1
	PC23. Escalate the problem in an appropriate manner		3	2	1
	PC24. Ensure that no delays are caused as a result of failure to escalate problems		3	2	1
	Total		100	70	30
RSC/N5005 Carry out extra safety precaution	PC1. Ensure that total range of checks are regularly and consistently performed	100	11	7	4
	PC2. Use appropriate measuring instruments, equipment, tools, accessories and chemical etc ,as required		11	7	4
	PC3 Identify tools and chemical required special safety checks		11	7	4
	PC4. Identify potential causes of non-conformities to safety standards		10	6	4
	PC5. Review effectiveness of corrective action		10	6	4
	PC6. Interpret the results of the Safety check correctly		9	5	4
	PC7. Take up results of the findings with safety in charge/appropriate authority.		9	5	4
	PC8. Record of results of action taken		10	6	4
	PC9. Record adjustments not covered by established procedures for future reference		10	6	4
	PC10. Review effectiveness of action taken		9	5	4
	Total			100	60