QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR RUBBER INDUSTRY

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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- Rubber Adhesive Fabric Dipping Operator

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Tyre

OCCUPATION: Tyre Cord Dipping

REFERENCE ID: RSC/Q2901

ALIGNED TO: NCO-2015/NIL

Brief Job Description: A Rubber Adhesive Fabric Dipping Operator is responsible to prepare a dip solution for usage in dipping the reinforcement fabric or cords and to dip woven Greige tyre/industrial cord fabric through the dip solution in a dip unit train provided with saturator tank, drying, normalizing and heat set zones.

Personal Attributes: This job requires the individual to be disciplined and consistent in performing activities. He must be able to work both independently and under supervision. He should be comfortable in performing laborious work and willing to work with chemicals which requires special care for self and the environment around the preparation area.

Job Details

Qualifications Pack Code	**RSC/Q2901**		
Job Role	**Rubber Adhesive Fabric Dipping Operator**		
Credits(NSQF)	**TBD**	**Version number**	**2.0**
Sector	**Rubber Manufacturing**	**Drafted on**	**02/12/2014**
Sub-sector	**Tyre**	**Last reviewed on**	**25/10/2017**
Occupation	**Tyre Cord Dipping**	**Next review date**	**25/10/2021**
NSQC Clearance on			

Job Role	**Rubber Adhesive Fabric Dipping Operator**
Role Description	Rubber Adhesive Fabric Dipping Operator is responsible to prepare a dip solution for usage in dipping the reinforcement fabric or cords and to dip woven Griege tyre/industrial cord fabric through the dip solution in a dip unit train provided with saturator tank , drying, normalizing and heat set zones
NSQF level	4
Minimum Educational Qualifications*	Class VIII Pass
Maximum Educational Qualifications*	
Prerequisite License or Training	NA
Minimum Job Entry Age	18 years
Experience	Worked as a semi-skilled helper for minimum 12 months in the same process
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. RSC/N2903 - Prepare dip solution using dip mixer and associated auxiliary units 2. RSC/N2904 - Perform synthetic cord dipping operation_v2 3. RSC/N2905 - Perform post dipping activities 4. RSC/N5001 - Carry out housekeeping in rubber product manufacturing 5. RSC/N5002 - Carry out reporting and documentation 6. RSC/N5003 - Carry out quality checks 7. RSC/N5004 - Carry out problem identification and escalation 8. RSC/N5007 - Carry out health and safety
Performance Criteria	As described in the relevant OS units

Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
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 dip solution using the dip mixer and associated auxiliary units.

National Occupational Standard

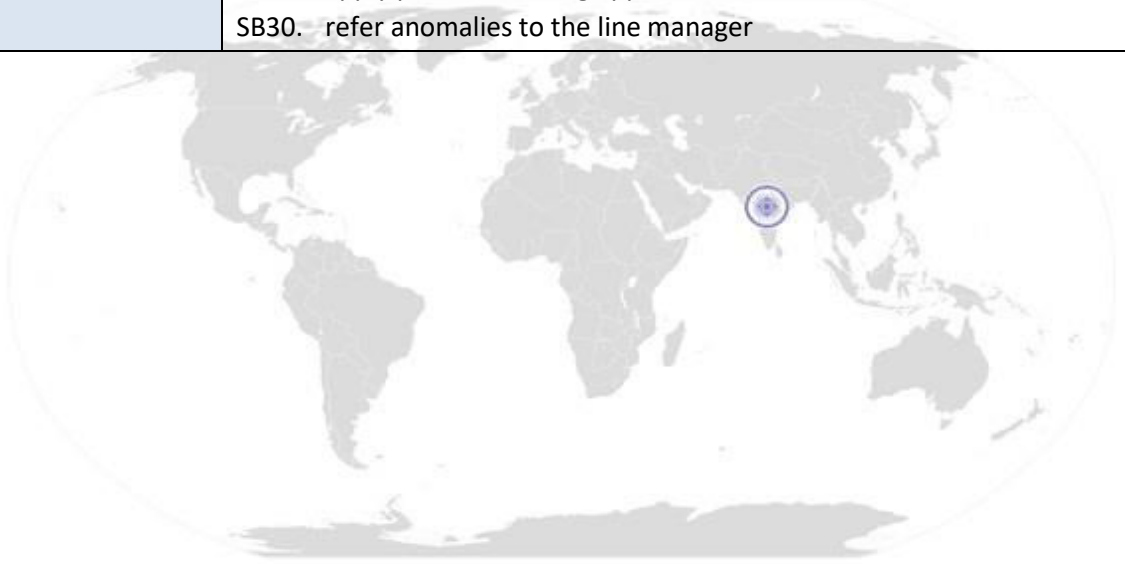
Unit Code	RSC /N2903
Unit Title (Task)	Prepare dip solution using dip mixer and associated auxiliary units
Description	This unit is about preparing dip solution using the dip mixer and associated auxiliary units in the designated Mixer tanks.
Scope	This unit/task covers the following: • Collect equipments and set the parameters on mixer and accessories (water softener) to carry out operations and weigh ingredients for dip solution mixing • Appropriateness of material for dipping operation • Ensure housekeeping and safety in dip solution mixing area
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Equipment readiness	To be competent, the user/individual on the job must be able to PC1. Ensure the emergency safety feature of a machine is working. PC2. Ensure that the equipment (mixer tank) is clean. PC3. Set parameters for the equipment (temperature on chillers, flow meter, and softener) as per the organizational SOP.
Raw material appropriateness	PC4. Ensure that all the ingredients required are approved and released by laboratory. PC5. Ensure that the water hardness of water used for dip solution is within specification for usage. PC6. Ensure all balance unused left over ingredients are stored properly to avoid any contamination or deterioration during storage and are used up while mixing the next dip solution batch. PC7. Weigh each ingredients and comply to the allowable tolerance limits PC8. Loading sequence of ingredients to be strictly followed as per instructions /SOP and should be as per plan to get maximum output. PC9. Monitor temperature, flow meter. PC10. Set timer for agitation. PC11. Draw sample for testing and release for next operation. PC12. Ensure proper aging before sampling is released for testing PC13. Send sample of the prepared dip solution in the specified sample size and method as directed by the company PC14. Ensure that the chiller is on in the container tank meant for storing dip solution. PC15. Ensure that the outlet of the storage tank is closed to avoid any leakage/spillage. PC16. Unload dip solution appropriately. PC17. Draw sample for lab testing and release. PC18. Set timer for appropriate minimum aging of solution before usage in the next operation. PC19. Form appropriate batches of the product PC20. Mark the batch for proper identification for further processing PC21. Dispose of waste material safely, as per organizational SOP.

Housekeeping & Safety	PC22. Ensure the use of certified safe chain hoist/s for lifting drums and pouring ingredients into the mixer. PC23. Adhere to all safety norms (such as wearing protective gloves, mask and safety shoes). PC24. Avoid spillage and in case of spillage occur , follow safety measures as laid down by safety department PC25. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. Implications of poorly prepared equipment and power failures. KA2. Importance of identifying non-conforming materials and their storage. KA3. Risk and impact of not following defined procedures/work instructions. KA4. Escalation matrix for reporting identified problems KA5. Types of documentation in organization and importance of the same KA6. Records to be maintained and the implications of their non-maintenance. KA7. Importance of housekeeping activities. KA8. Health, safety and environment guidelines, legislation and regulations as applicable. KA9. Personal protection (which protective equipment to be used and how). KA10. Impact of poor practices on health, safety and environment. KA11. Potential hazards and actions to minimize them. KA12. The escalation matrix and procedures for reporting hazards. KA13. Importance of FIFO and good shop floor practices (for example, 5S). KA14. Impact of various practices on cost, quality, productivity, delivery and safety. KA15. Handover/Takeover of the equipment/work area as per the organizational SOP.
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. How to adjust temperature of chiller water for main mixer and its importance. KB2. Checking the hardness of water. KB3. Functioning of valves and traps on the mixers. KB4. Tolerance levels for various parameters (such as temperature, water hardness ,pH). KB5. Dip mixing operation using a Dip mixer, auxiliary mixers and equipments. KB6. Cleanliness and safety requirements for commencing dip mixing operation. KB7. Effect of ingredients on the properties of dip solution s. KB8. Effect of temperature on the properties of dip solution. KB9. Effect of NOT following the sequence of addition on dip solution properties. KB10. Effect of NOT following the aging time of master batch before addition to main mixing tank, to the dip solution properties. KB11. Effects of improper temperature, aging time and water harness, pH on the dip solution properties KB1. Methods for off loading /decanting solution from main mixer. KB12. Storing in jacketed temperature controlled tanks. KB13. Adherence to storage temperature and appropriate aging KB14. Batch marking techniques. KB15. Implications of incorrect batch marking. KB16. Implications of inappropriate waste disposal. KB17. Various abnormalities and suitable response for abnormalities in equipment

	performance. KB18. Implications of delays in the preparation process. KB19. Types of defects leading to rejections and their indicators, reasons and possible solutions. KB20. Cleanliness and safety requirements for commencing an dip solution batch mixing operation. KB21. Units of measurement. KB22. Response to emergencies, for example, power failures, fire, system failures, spillages and manual intervention to avoid disasters. KB23. Knowledge of appropriate batch sizes with respect to appropriate machinery. KB24. The usage of different types of fire extinguishers
Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills** The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate 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 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 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
	Life Skills **Integrity** 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** SA15. Take responsibility for completing one's own work assignment SA16. Take initiative to enhance/learn skills in ones'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 analyse 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.

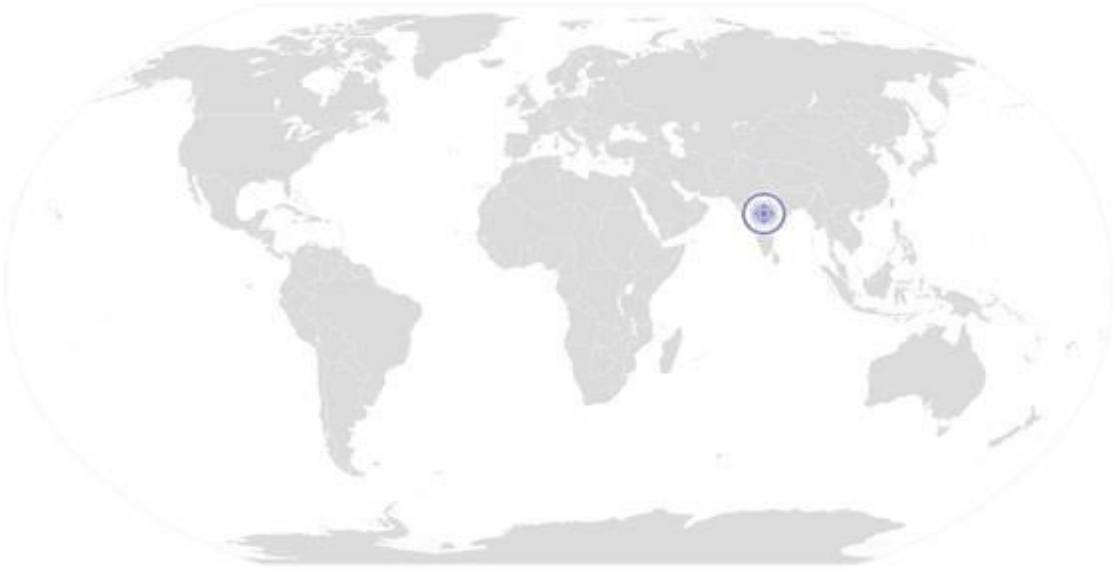
	Reliability SA20. Avoid absenteeism SA21. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations SA22. Work in disciplined factory environment SA23. Be punctual
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material /chemical is developed replacing existing one. SB3. Make changes in cycle time due to improved process. SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management SB5. Consult the peer group and superiors to arrive at a favourable decision. SB6. Use of standard available problem solving techniques for decision making SB7. Review and analyze the process steps to check on system non adherence and non conformity SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making SB9. Take a calculated risk with minimum losses
	Plan and Organize
	SB10. Plan and organize the factors of production to execute the business plan SB11. Fix up tasks and allotment of the same SB12. Assign tasks to suitable persons SB13. Motivate them for better output and time bound completion of tasks
	Customer Centricity
	SB14. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required) SB15. Ensure that performance of his action/operation/activity does not lead to any divergence from the specified quality of the final product as required by the customer. SB16. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer. SB17. Communicate effectively to the superior/customer for any delay in supplies to the clients. SB18. Work towards fulfilling the customers requirement as per their demand. SB19. In case of any complaint, ensure its timely resolution if the problem is emanating at his level SB20. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer.

	SB21. Maintain good/cordial relation with customers. SB22. Work on the feedback received from customer regarding the product.
	Problem Solving
	SB23. Diagnose common problems in the curing operation and bladder based on visual inspection SB24. Suggest improvements(if any) in process based on experience SB25. Wastage reduction and optimal usage of material during curing operation
	Analytical Thinking
	SB26. Diagnose common problems in the machine based on visual inspection, sound, temperature etc SB27. Suggest improvements(if any) in process based on experience
	Critical Thinking
	SB28. Seek clarification on problems from others SB29. apply problem-solving approaches in different situations SB30. refer anomalies to the line manager



NOS Version Control

NOS Code	**RSC/N2903**		
Credits(NSQF)	**TBD**	**Version number**	**2.0**
Industry	**Rubber Manufacturing**	**Drafted on**	**02/12/2014**
Industry Sub-sector	**Tyre**	**Last reviewed on**	**25/10/2017**
Occupation	**Tyre Cord Dipping**	**Next review date**	**25/10/2021**



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National Occupational Standard

Overview

This unit is about performing synthetic cord /fabric dipping operation.

National Occupational Standard

Unit Code	RSC/N2904
Unit Title (Task)	Perform synthetic cord dipping operation_v2
Description	This unit is about performing synthetic cord /fabric dipping operation.
Scope	This unit/task covers the following: • Operate a dip unit train and ensure readiness of equipments • Prepare dip unit train and collect material for dipping operation • Perform dipping operation. • Ensure housekeeping and safety in dipping operation area.

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Equipment readiness	To be competent, the user/individual on the job must be able to PC1. Ensure that the all the components of dip unit train are functioning properly. PC2. Ensure that the emergency safety feature of the train is working. PC3. Ensure that the dip saturator tank is clean. PC4. Set parameters for the machine and equipment as per the organizational SOP.
Raw material appropriateness	PC5. Ensure the dip solution prepared is approved and released by laboratory. PC6. Ensure correct cord/fabric/woven fabric for dipping PC7. Draw out the required quantity of dip solution from main mixer /storage tank of the saturator tank meant for dipping fabric on dipping line. PC8. Ensure that the dimensions of the fabric roll ,the shell is in confirmation to as specified in the instructions /organization's SOP PC9. Ensure the Fabric to be dipped in the shift are available at the unit site PC10. Ensure all balance unused left over ingredients are stored properly to avoid any contamination or deterioration during storage and are used up while net dipping operation.
Operation	PC11. Loading sequence of ingredients to be strictly followed as per instructions /SOP. PC12. Perform and monitor the fabric operation in the dip unit train as per the SOP. PC13. Ensure that the fabric is well spread before entering the dip saturator tank PC14. Ensure proper flow of dip solution from main mixer tank to the saturator tank by restricted opening of valves on the dip solution line PC15. Ensure the line speed is maintained to maintain the Dipping dwell time PC16. Pass the fabric through the pull roll assembly and squeeze roll PC17. Set properly the Vacuum dewebber /suction pressure and suction Nip gap to get uniform dipping with NO webbing across the width of fabric PC18. Ensure that for drying, heat setting and normalizing ovens the temperatures are set correctly as per specifications PC19. Pass the fabric through the ovens ensuring the temperatures and the exposure time are maintained PC20. Ensure Fabric are passed through wind up accumulator PC21. Ensure that the spreaders are utilized correctly to bring the width to the specification at the wind up PC22. Wind up dipped fabric on wooden or metallic shells with proper taper tension control.

Housekeeping & Safety	PC23. Ensure the use of certified tools and equipments for material handling PC24. Handle the ingredients intended for dipping using hand gloves and other safety equipment as directed by organizations safety department PC25. Adhere to all safety norms (such as wearing protective gloves and shoes, safety masks etc) PC26. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards. PC27. Follow the guidance of safety department to contain spillages which may affect the health and safety of self or the environment in the dip mixer area
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: KA1. Dipping operation and its importance. KA2. Implications of poorly prepared material and power failures. KA3. The material disposal procedure, importance of appropriate disposal of material and implications of not following the material disposal procedure. KA4. How to conduct quality and damage checks and their importance. KA5. Importance of identifying non-conforming products and their storage. KA6. Risk and impact of not following defined procedures/work instructions. KA7. The escalation matrix for reporting identified issues. KA8. Types of documentation in the organization and their importance. KA9. Records to be maintained and the implications of their non-maintenance. KA10. Importance of housekeeping & good shopfloor practices (eg. 3S & 5S) KA11. Health, safety and environment guidelines, legislations and regulations, as applicable. KA12. Personal protection (which protective equipment to be used and how). KA13. Impact of poor practices on health, safety and environment. KA14. Potential hazards and actions to minimize them. KA15. The escalation matrix and procedures for reporting hazards. KA16. Importance of FIFO KA17. Impact of various practices on cost, quality, productivity, delivery and safety. KA18. Handover/Takeover of the equipment/work area as per organizational SOP.
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Dipping operation using dip unit train, dip saturator tank and other equipments. KB2. Control of dip solution flow from main mixer to the dip saturator tank and its importance. KB3. Functioning of dip unit train. KB4. Use of chain hoist and weighing equipments KB5. Methods of unpacking the griege fabric rolls and disposing off correctly the wrapping material KB6. Properties of different fabric types in use, variation in the same type of fabric and the impact of incorrect setting of tension on the fabric KB7. Types of different greige fabric and its impact on quality of dipped fabric KB8. Different fabric types in use, variation in the same type of fabric and the impact of incorrect setting of tension on the fabric KB9. Types of different greige fabric and its impact on quality of dipped fabric KB10. Various defects on greige fabric and effective way to minimize process waste or quality in case it is required to be dipped

	KB11. Various defects on greige and dipped fabric and its impact on calendered fabric KB12. Spot rectifying defects ,wherever it is possible and appropriate , generated by the dip unit KB13. Effect of short length or width of dipped fabric on productivity KB14. Handling defective portion of greige or dipped fabric if it occurs during the middle of the run KB15. Effect of improper dipped roll packaging and storing KB16. Improper identification and its impact on calendaring and in the manufacturing of product KB17. Effect of underage dipped fabric usage at calenders on shrinkage and its physical properties Cleanliness and safety requirements for commencing an dip mixing operation. KB18. The process and importance of quality checks. KB19. Types of defects leading to rejections and their indicators, reasons and possible solutions. KB20. Potential problems in the dipping operations KB21. Units of measurement. KB22. Response to emergencies, for example, power failures, fire, system failures and manual intervention to avoid disasters. KB23. Knowledge of appropriate batch sizes with respect to appropriate material. KB24. Maintenance of dip unit train KB25. Handling and packing correctly the dipped fabric rolls.
Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms , 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
	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
	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
	Life Skills

	Integrity 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** SA15. Take responsibility for completing one's own work assignment SA16. Take initiative to enhance/learn skills in ones'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 analyse 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** 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
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material /chemical is developed replacing existing one. SB3. Make changes in cycle time due to improved process. SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management SB5. Consult the peer group and superiors to arrive at a favourable decision. SB6. Use of standard available problem solving techniques for decision making SB7. Review and analyze the process steps to check on system non adherence and non conformity SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making SB9. Take a calculated risk with minimum losses
	Plan and Organize
	SB10. Plan and organize the factors of production to execute the business plan SB11. Fix up tasks and allotment of the same SB12. Assign tasks to suitable persons SB13. Motivate them for better output and time bound completion of tasks
	Customer Centricity
	SB14. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required) SB15. Ensure that performance of his action/operation/activity does not lead to any

	divergence from the specified quality of the final product as required by the customer. SB16. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer. SB17. Communicate effectively to the superior/customer for any delay in supplies to the clients. SB18. Work towards fulfilling the customer's requirement as per their demand. SB19. In case of any complaint, ensure its timely resolution if the problem is emanating at his level SB20. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer. SB21. Maintain good/cordial relation with customers. SB22. Work on the feedback received from customer regarding the product.
	Problem Solving
	SB23. Diagnose common problems in the curing operation and bladder based on visual inspection SB24. Suggest improvements(if any) in process based on experience SB25. Wastage reduction and optimal usage of material during curing operation
	Analytical Thinking
	SB26. Diagnose common problems in the machine based on visual inspection, sound, temperature etc SB27. Suggest improvements(if any) in process based on experience
	Critical Thinking
	SB28. Seek clarification on problems from others SB29. apply problem-solving approaches in different situations SB30. refer anomalies to the line manager

NOS Version Control

NOS Code	**RSC/N2904**		
Credits(NSQF)	**TBD**	**Version number**	**2.0**
Industry	**Rubber Manufacturing**	**Drafted on**	**02/12/2014**
Industry Sub-sector	**Tyre and Non- tyre**	**Last reviewed on**	**25/10/2017**
Occupation	**Cord Dipping**	**Next review date**	**25/10/2021**

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National Occupational Standard

Overview

This unit is about performing activities after the completion of synthetic cord /fabric dipping.

National Occupational Standard

Unit Code	RSC/N2905
Unit Title (Task)	**Perform post dipping activities**
Description	This unit is about performing the activities which are carried out after dipping operation is completed
Scope	This unit/task covers the following: • Carry out operation and Identification of prepared dip fabric with tags • Disposal of unused material • Batch making of the processed product • Send sample to lab for testing and Proper storage of fabric roll • Ensuring housekeeping and safety in the dipping operation area
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Operation	To be competent, the user/individual on the job must be able to PC1. Ensure proper identification of prepared dip fabric with tags PC2. Maintain record of details on greige fabric PC3. Record affected portion on the ID tag for suitable action while calendaring PC4. Maintain proper record at the dip unit log book to enable traceability and feedback to fabric suppliers for any defects PC5. Segregate the rolls with off spec conditions and hold them for disposition by technical PC6. Draw sample for lab testing and release. PC7. Ensure proper storage of fabric rolls
Material disposal	PC8. Dispose of waste material safely, as per organizational SOP.
Batch Marking	PC9. Ensure identification and traceability by marking/coding for the right product as per the instructions laid down by the company (in terms of Roll number, dipped fabric code weight, length, width and date of dipping and operators name).
Sampling	PC10. Send sample of the dipped fabric in the specified sample size and method as directed by the company
Housekeeping & Safety	PC11. Handle the dipped material using hand gloves and other safety equipment. PC12. Knowledge of the first aid for handling any injury while cord dipping PC13. Adhere to all safety norms (such as wearing protective gloves, shoes, safety masks etc). PC14. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and	The user/individual on the job needs to know and understand: KA1. Implications of poorly prepared material and power failures. KA2. Significance of Proper identification of dipped fabric rolls KA3. Importance of identifying nonconforming products and their storage. KA4. Risk and impact of not following defined procedures/work instructions. KA5. The escalation matrix and procedures for reporting identified problems.

its processes)	KA6. Types of documentation in the organization and their importance. KA7. Records to be maintained and the implications of their non-maintenance. KA8. Importance of housekeeping & good shopfloor practices (eg. 3S & 5S) KA9. Health, safety, and environment guidelines, legislations and regulations as applicable. KA10. Personal protection (which protective equipment to be used and how). KA11. Potential hazards and actions to minimize them. KA12. Impact of poor practices on health, safety and environment. KA13. The escalation matrix and procedures for reporting hazards. KA14. Handover/Takeover of the equipment/work area as per organizational SOP.
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Proper storage of dipped fabric rolls. KB2. Effect of short length or width of dipped fabric on productivity KB3. Handling defective portion of greige or dipped fabric KB4. Effect of improper dipped roll packaging and storing KB5. Improper identification and its impact on calendaring and in the manufacturing of product KB6. Effect of underage dipped fabric usage at calenders on shrinkage and its physical properties KB7. Process and importance of quality checks. KB8. Batch marking techniques. KB9. Implications of incorrect batch marking. KB10. Implications of inappropriate waste disposal. KB11. Types of defects leading to rejections and their indicators, reasons and possible solutions. KB12. Units of measurement. KB13. Coding systems for identification and traceability. KB14. Knowledge of weighing scales. KB15. Use of reading lengths on meter gauge KB16. Marking defected areas on dipped fabric.
Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills** The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes
	Reading Skills SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams SA7. Understand the various coding systems as per company norms
	Oral Communication

	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
	Life Skills
	Integrity 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** SA15. Take responsibility for completing one's own work assignment SA16. Take initiative to enhance/learn skills in ones'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 analyse 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** 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
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material /chemical is developed replacing existing one. SB3. Make changes in cycle time due to improved process. SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management SB5. Consult the peer group and superiors to arrive at a favourable decision. SB6. Use of standard available problem solving techniques for decision making SB7. Review and analyze the process steps to check on system non adherence and non conformity SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making SB9. Take a calculated risk with minimum losses
	Plan and Organize
	SB10. Plan and organize the factors of production to execute the business plan SB11. Fix up tasks and allotment of the same

	SB12. Assign tasks to suitable persons SB13. Motivate them for better output and time bound completion of tasks
	Customer Centricity
	SB14. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required) SB15. Ensure that performance of his action/operation/activity does not lead to any divergence from the specified quality of the final product as required by the customer. SB16. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer. SB17. Communicate effectively to the superior/customer for any delay in supplies to the clients. SB18. Work towards fulfilling the customer's requirement as per their demand. SB19. In case of any complaint, ensure its timely resolution if the problem is emanating at his level SB20. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer. SB21. Maintain good/cordial relation with customers. SB22. Work on the feedback received from customer regarding the product.
	Problem Solving
	SB23. Diagnose common problems in the curing operation and bladder based on visual inspection SB24. Suggest improvements(if any) in process based on experience SB25. Wastage reduction and optimal usage of material during curing operation
	Analytical Thinking
	SB26. Diagnose common problems in the machine based on visual inspection, sound, temperature etc SB27. Suggest improvements(if any) in process based on experience
	Critical Thinking
	SB28. Seek clarification on problems from others SB29. apply problem-solving approaches in different situations SB30. refer anomalies to the line manager

NOS Version Control

NOS Code	**RSC/N2905**		
Credits(NSQF)	**TBD**	**Version number**	**2.0**
Industry	**Rubber Manufacturing**	**Drafted on**	**02/12/2014**
Industry Sub-sector	**Tyre and Non- tyre**	**Last reviewed on**	**25/10/2017**
Occupation	**Cord Dipping**	**Next review date**	**25/10/2021**

National Occupational Standard

Overview

This unit is about carrying out housekeeping

National Occupational Standard

Unit Code	RSC/N5001
Unit Title (Task)	**Carry out housekeeping in rubber product manufacturing**
Description	This unit is about carrying out housekeeping activities
Scope	This unit/task covers the following: • Preparing for housekeeping activities • Under operation ensure that the left over dip solution from saturator tank is filled in drums for reuse whenever scheduled. • Post housekeeping activities • General
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Pre housekeeping activities	To be competent, the user/individual on the job must be able to: PC1. Inspect the area while taking into account various surfaces PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain PC3. Ensure that the cleaning equipment is in proper working condition PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces PC6. Inform the affected people about the cleaning activity PC7. Display the appropriate signage for the work being conducted PC8. Ensure that there is adequate ventilation for the work being carried out PC9. Wear the personal protective equipment required for the cleaning method and materials being used
Operations	PC10. Use the correct cleaning method for the work area, type of soiling and surface PC11. Carry out cleaning activity without disturbing others PC12. Deal with accidental damage, if any, caused while carrying out the work PC13. Report to the appropriate person any difficulties in carrying out your work PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill
Post housekeeping activities	PC15. Ensure that there is no oily substance on the floor to avoid slippage PC16. Ensure that no scrap material is lying around PC17. Maintain and store housekeeping equipment and supplies PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored PC21. Dispose the waste garnered from the activity in an appropriate manner PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly

General	PC23. Maintain schedules and records for housekeeping duty PC24. Replenish any necessary supplies or consumables
Knowledge and Understanding (K)	
Organizational Context (Knowledge of the company / organization and its processes)	KA1. Importance of learning proper procedures and techniques KA2. Implications of not following the organizational requirement for approval for undertaking the specific task KA3. Importance of completing the activities as per the schedule KA4. Implications of not following the defined procedures/work instructions KA5. Importance of team work KA6. Health, Safety and Environment guidelines, legislation and regulations as applicable KA7. Actions to be taken in case of non-conformity to behavioral standards of the organization KA8. Impact of poor practices on the individual's and organization's performance KA9. Importance of optimal utilization of resources KA10. Importance of providing feedback for improvement KA11. Importance of indigenous knowledge for evolving/adopting operation specific practices KA12. Rectification/solution of problems/conflicts for the smooth functioning of the organization KA13. Importance of documentation/reporting as per guidelines and procedures KA14. Knowledge of do's and don'ts (company's HR instructions) KA15. Importance of attending trouble shooting KA16. Importance of subject learning/ training KA17. Importance of Product and its application
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The levels of hygiene required by workplace and why it is important to maintain them during your work KB2. How to inspect a work area to decide what cleaning it needs KB3. Methods and materials that used for cleaning variety of surfaces KB4. The types of cleansing agents that are not to be mixed together KB5. The correct method for cleaning equipment and/or machinery used during your work KB6. The importance of personal protective equipment KB7. Appropriate personal protective equipment for the work area, cleaning equipment, tools, materials and chemicals used KB8. The correct sequence for cleaning the work area KB9. The time taken by the treatment to work KB10. The importance of following manufacturer's instructions on cleaning agents KB11. The most appropriate place to carry out test cleans and why this should be done before applying treatments KB12. The importance of applying treatments evenly and the effect of not doing this KB13. Process of cleaning the surfaces without causing injury or damage KB14. The method to check the treated surface and equipment on completion of cleaning KB15. Procedures for reporting any unidentified soiling

	KB16. Procedures for disposing off waste KB17. Procedures for disposing off or storing personal protective equipment KB18. Escalation procedures for soils or stains that could not be removed
Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes
	Reading and Understanding Skills
	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
	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
	Integrity
	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
	SA15. Take responsibility for completing one's own work assignment SA16. Take initiative to enhance/learn skills in ones'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 analyse 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
	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

B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material /chemical is developed replacing existing one. SB3. Make changes in cycle time due to improved process. SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management SB5. Consult the peer group and superiors to arrive at a favourable decision. SB6. Use of standard available problem solving techniques for decision making SB7. Review and analyze the process steps to check on system non adherence and non conformity SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making SB9. Take a calculated risk with minimum losses
	Plan and Organize
	SB10. Plan and organize the factors of production to execute the business plan SB11. Fix up tasks and allotment of the same SB12. Assign tasks to suitable persons SB13. Motivate them for better output and time bound completion of tasks
	Customer Centricity
	SB14. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required) SB15. Ensure that performance of his action/operation/activity does not lead to any divergence from the specified quality of the final product as required by the customer. SB16. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer. SB17. Communicate effectively to the superior/customer for any delay in supplies to the clients. SB18. Work towards fulfilling the customer's requirement as per their demand. SB19. In case of any complaint, ensure its timely resolution if the problem is emanating at his level SB20. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer. SB21. Maintain good/cordial relation with customers. SB22. Work on the feedback received from customer regarding the product.
	Problem Solving

	SB23. Diagnose common problems in the curing operation and bladder based on visual inspection SB24. Suggest improvements(if any) in process based on experience SB25. Wastage reduction and optimal usage of material during curing operation
	Analytical Thinking
	SB26. Diagnose common problems in the machine based on visual inspection, sound , temperature etc SB27. Suggest improvements(if any) in process based on experience
	Critical Thinking
	SB28. Seek clarification on problems from others SB29. apply problem-solving approaches in different situations SB30. refer anomalies to the line manager

NOS Version Control

NOS Code	RSC/N5001		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre	Last reviewed on	25/10/2017
Occupation	Tyre Cord Dipping	Next review date	25/10/2021

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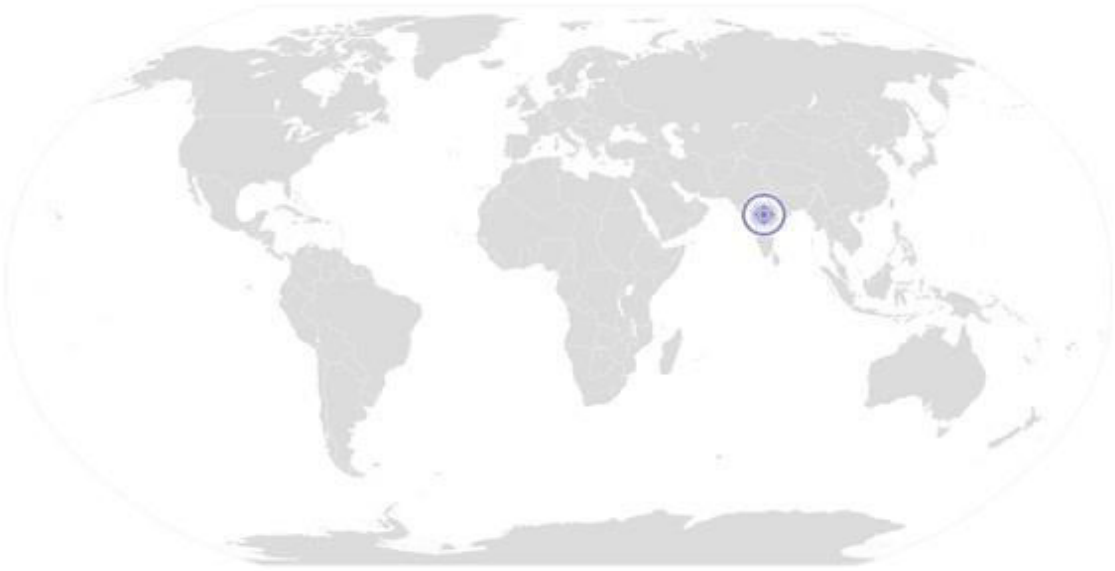
National Occupational Standard



Overview

This unit is about reporting and documentation

National Occupational Standard

Unit Code	RSC/N5002
Unit Title (Task)	**Carry out reporting and documentation**
Description	This unit is about carrying out reporting and documentation
Scope	This unit/task covers the following: • Reporting of data/problem/incidents etc • Documentation • Information Security
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Reporting	To be competent, the user/individual on the job must be able to: PC1. Report data/problems/incidents as applicable in a timely manner PC2. Report to the appropriate authority as laid down by the company PC3. Follow reporting procedures as prescribed by the company
Recording and Documentation	PC4. Identify documentation to be completed relating to one's role PC5. Record details accurately an appropriate format PC6. Complete all documentation within stipulated time according to company procedure PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly PC8. Make sure documents are available to all appropriate authorities to inspect
Information Security	PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures PC10. Inform the appropriate authority of requests for information received
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	KA1. Importance of learning proper procedures and techniques KA2. Implications of not following the organizational requirement for approval for undertaking the specific task KA3. Importance of completing the activities as per the schedule KA4. Implications of not following the defined procedures/work instructions KA5. Importance of team work KA6. Health, Safety and Environment guidelines, legislation and regulations as applicable KA7. Actions to be taken in case of non-conformity to behavioral standards of the organization KA8. Impact of poor practices on the individual's and organization's performance KA9. Importance of optimal utilization of resources KA10. Importance of providing feedback for improvement KA11. Importance of indigenous knowledge for evolving/adopting operation specific practices KA12. Rectification/solution of problems/conflicts for the smooth functioning of the organization KA13. Importance of documentation/reporting as per guidelines and procedures KA14. Knowledge of do's and don'ts (company's HR instructions)

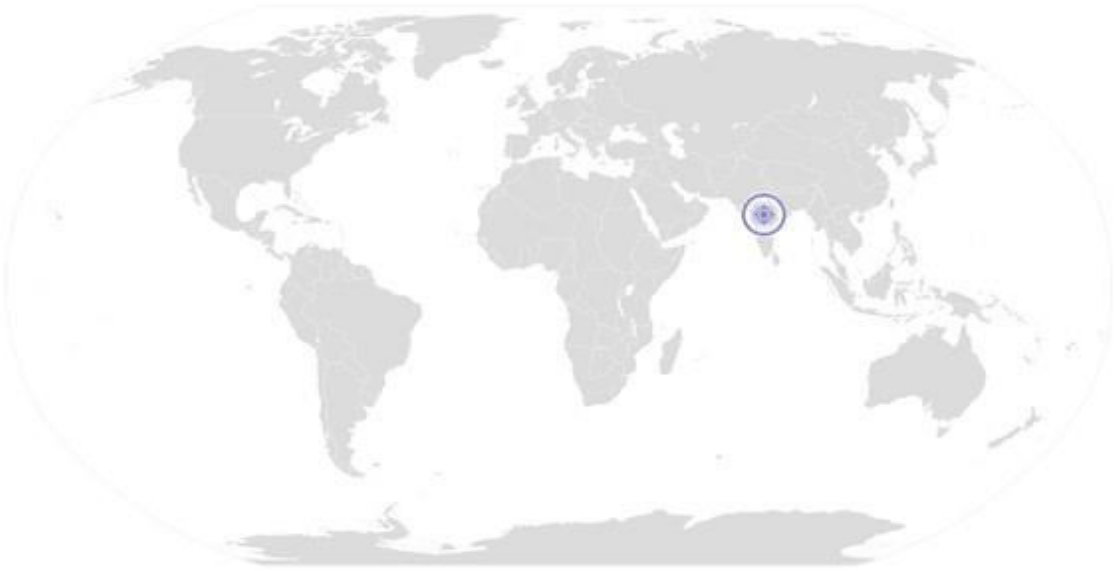
	KA15. Importance of attending trouble shooting KA16. Importance of subject learning/ training KA17. Importance of Product and its application
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Different methods of recording information KB2. Various documents that need to be maintained KB3. Company procedure for filling/maintaining up the documents KB4. Procedures for reporting to the appropriate authority KB5. Procedures for recording damage, breakages etc KB6. Reporting incidents where standard operating procedures are not followed KB7. The importance of complete and accurate documentation KB8. How to maintain complete documentation accurately and within agreed timescales KB9. The importance of ensuring that the documents are correct KB10. The actions to be taken if the documents are not correct KB11. The importance of maintaining the security and confidentiality of recorded information KB12. Procedures to maintain confidentiality of information KB13. The appropriate method for responding to requests for information KB14. The reporting procedures to followed before disclosing information to any outside party
Skills (S)	
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
	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
	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
	Life Skills

	Integrity 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** SA15. Take responsibility for completing one's own work assignment SA16. Take initiative to enhance/learn skills in ones'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 analyse 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** 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
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material /chemical is developed replacing existing one. SB3. Make changes in cycle time due to improved process. SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management SB5. Consult the peer group and superiors to arrive at a favourable decision. SB6. Use of standard available problem solving techniques for decision making SB7. Review and analyze the process steps to check on system non adherence and non conformity SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making SB9. Take a calculated risk with minimum losses
	Plan and Organize
	SB10. Plan and organize the factors of production to execute the business plan SB11. Fix up tasks and allotment of the same SB12. Assign tasks to suitable persons SB13. Motivate them for better output and time bound completion of tasks
	Customer Centricity
	SB14. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required)

	SB15. Ensure that performance of his action/operation/activity does not lead to any divergence from the specified quality of the final product as required by the customer. SB16. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer. SB17. Communicate effectively to the superior/customer for any delay in supplies to the clients. SB18. Work towards fulfilling the customer's requirement as per their demand. SB19. In case of any complaint, ensure its timely resolution if the problem is emanating at his level SB20. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer. SB21. Maintain good/cordial relation with customers. SB22. Work on the feedback received from customer regarding the product.
	Problem Solving
	SB23. Diagnose common problems in the curing operation and bladder based on visual inspection SB24. Suggest improvements(if any) in process based on experience SB25. Wastage reduction and optimal usage of material during curing operation
	Analytical Thinking
	SB26. Diagnose common problems in the machine based on visual inspection, sound , temperature etc SB27. Suggest improvements(if any) in process based on experience
	Critical Thinking
	SB28. Seek clarification on problems from others SB29. apply problem-solving approaches in different situations SB30. refer anomalies to the line manager

NOS Version Control

NOS Code	RSC/N5002		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre	Last reviewed on	25/10/2017
Occupation	Tyre Cord Dipping	Next review date	25/10/2021



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National Occupational Standard

Overview

This unit is about carrying out quality checks

National Occupational Standard

Unit Code	RSC/N5003
Unit Title (Task)	Carry out quality checks
Description	This unit is about carrying out quality control activities
Scope	This unit/task covers the following: • Carrying out quality checks and Inspection to identify problems • Analysis and take corrective actions • Reporting the results

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

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	KA1. Importance of learning proper procedures and techniques KA2. Implications of not following the organizational requirement for approval for undertaking the specific task KA3. Importance of completing the activities as per the schedule KA4. Implications of not following the defined procedures/work instructions KA5. Importance of team work KA6. Health, Safety and Environment guidelines, legislation and regulations as applicable KA7. Actions to be taken in case of non-conformity to behavioral standards of the organization KA8. Impact of poor practices on the individual's and organization's performance KA9. Importance of optimal utilization of resources KA10. Importance of providing feedback for improvement KA11. Importance of indigenous knowledge for evolving/adopting operation specific practices KA12. Rectification/solution of problems/conflicts for the smooth functioning of the

	organization KA13. Importance of documentation/reporting as per guidelines and procedures KA14. Knowledge of do's and don'ts (company's HR instructions) KA15. Importance of attending trouble shooting KA16. Importance of subject learning/ training KA17. Importance of Product and its application
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The importance of quality control procedures KB2. Relevance and importance of activities and how they contribute to the achievement of the quality objectives, KB3. Proper procedure for selecting the material/product and performing quality checks without affecting the material KB4. Availability of work instructions, as necessary, KB5. Characteristics of the product/material KB6. Use of suitable equipment KB7. Availability and use of monitoring and measuring devices, KB8. Requirements of records KB9. Importance of maintaining accurate up-to-date records KB10. The need to report within the stipulated time KB11. Implications of inaccurate measuring and testing instruments and equipment KB12. The cost of non-conformance to quality standards KB13. Implications (impact on internal/external customers) of defective products, materials or components
Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes
	Reading Skills
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams SA7. Understand the various coding systems as per company norms
	Oral Communication
	SA8. The user/individual on the job needs to know and understand how to: SA9. Express statements, opinions or information clearly so that others can hear and understand SA10. Respond appropriately to any queries SA11. Communicate with supervisor SA12. Communicate with upstream and downstream teams

	Life Skills
	Integrity SA13. Practice honesty with respect to company property and time SA14. Communicate with people in a form and manner and using language that is open and respectful SA15. Resolve any difficulties in relationships with colleague , or get help from an appropriate person, in a way that preserves goodwill and trust **Motivation** SA16. Take responsibility for completing one's own work assignment SA17. Take initiative to enhance/learn skills in ones's area of work SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning. SA19. Is open to new ways of doing things SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them. **Reliability** SA21. Avoid absenteeism SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations SA23. Work in disciplined factory environment SA24. Be punctual
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material /chemical is developed replacing existing one. SB3. Make changes in cycle time due to improved process. SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management SB5. Consult the peer group and superiors to arrive at a favourable decision. SB6. Use of standard available problem solving techniques for decision making SB7. Review and analyze the process steps to check on system non adherence and non conformity SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making SB9. Take a calculated risk with minimum losses
	Plan and Organize
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	SB14. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required) SB15. Ensure that performance of his action/operation/activity does not lead to any divergence from the specified quality of the final product as required by the customer. SB16. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer. SB17. Communicate effectively to the superior/customer for any delay in supplies to the clients. SB18. Work towards fulfilling the customer's requirement as per their demand. SB19. In case of any complaint, ensure its timely resolution if the problem is emanating at his level SB20. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer. SB21. Maintain good/cordial relation with customers. SB22. Work on the feedback received from customer regarding the product.
	Problem Solving
	SB23. Diagnose common problems in the curing operation and bladder based on visual inspection SB24. Suggest improvements(if any) in process based on experience SB25. Wastage reduction and optimal usage of material during curing operation
	Analytical Thinking
	SB26. Diagnose common problems in the machine based on visual inspection, sound, temperature etc SB27. Suggest improvements(if any) in process based on experience
	Critical Thinking
	SB28. Seek clarification on problems from others SB29. apply problem-solving approaches in different situations SB30. refer anomalies to the line manager

NOS Version Control

NOS Code	RSC/N5003		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre	Last reviewed on	25/10/2017
Occupation	Tyre Cord Dipping	Next review date	25/10/2021

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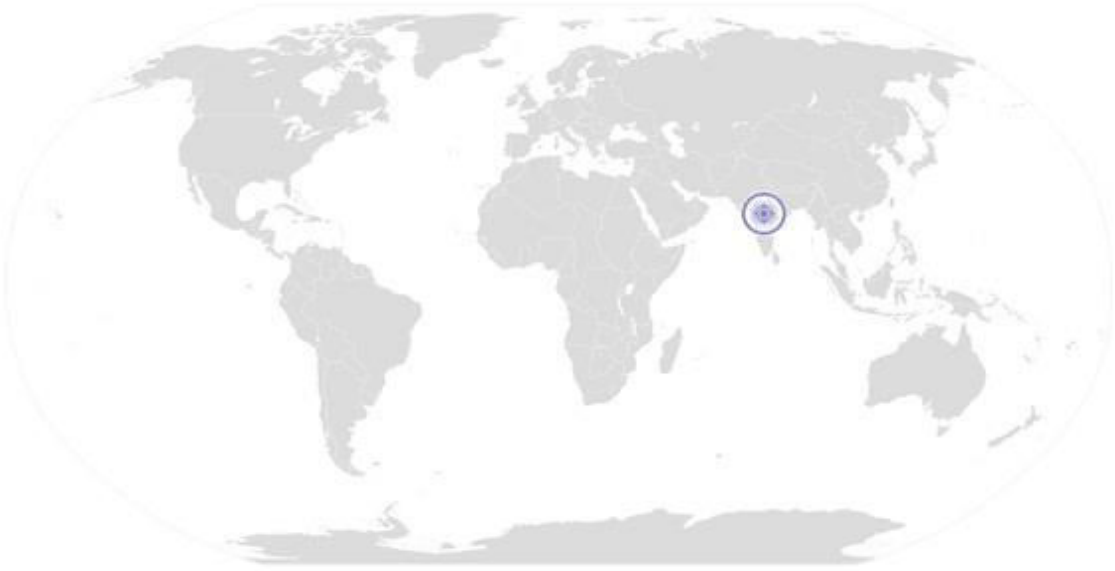
National Occupational Standard



Overview

This unit is about problem identification and escalation

National Occupational Standard

Unit Code	RSC/N5004
Unit Title (Task)	Carry out problem identification and escalation
Description	This unit is about problem identification and escalation

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

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Problem Identification	To be competent, the user/individual on the job must be able to: PC1. Identify defects/indicators of problems PC2. Identify any wrong practices that may lead to problems PC3. Identify practices that may impact the final product quality PC4. Identify if the problem has occurred before PC5. Identify other operations that might be impacted by the problem PC6. Ensure that no delays are caused as a result of failure to escalate problems
Necessary Action	PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required) PC8. Consider possible reasons for identification of problems PC9. Consider applicable corrections and formulate corrective action PC10. Formulate action in a timely manner PC11. Communicate problem/remedial action to appropriate parties PC12. Take corrective action in a timely manner PC13. Take corrective action for problems identified according to the company procedures PC14. Report/document problem and corrective action in an appropriate manner PC15. Monitor corrective action PC16. Evaluate implementation of corrective action taken to determine if the problem has been resolved PC17. Ensure that corrective action selected is viable and practical PC18. Ensure that correct solution is identified to an identified problem PC19. Take corrective action for problems identified according to the company procedures PC20. Ensure that no delays are caused as a result of failure to take necessary action
Problem Escalation	PC21. Escalate problem as per laid down escalation matrix PC22. Escalate the problem within stipulated time PC23. Escalate the problem in an appropriate manner PC24. Ensure that no delays are caused as a result of failure to escalate problems

Knowledge and Understanding (K)

A. Organizational Context (Knowledge of the company / organization and its processes)	KA1. Importance of learning proper procedures and techniques KA2. Implications of not following the organizational requirement for approval for undertaking the specific task KA3. Importance of completing the activities as per the schedule KA4. Implications of not following the defined procedures/work instructions KA5. Importance of team work KA6. Health, Safety and Environment guidelines, legislation and regulations as applicable KA7. Actions to be taken in case of non-conformity to behavioral standards of the organization KA8. Impact of poor practices on the individual's and organization's performance KA9. Importance of optimal utilization of resources KA10. Importance of providing feedback for improvement KA11. Importance of indigenous knowledge for evolving/adopting operation specific practices KA12. Rectification/solution of problems/conflicts for the smooth functioning of the organization KA13. Importance of documentation/reporting as per guidelines and procedures KA14. Knowledge of do's and don'ts (company's HR instructions) KA15. Importance of attending trouble shooting KA16. Importance of subject learning/ training KA17. Importance of Product and its application
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Indicators of problems KB2. The working of the equipment and accessories(if applicable) KB3. The impact of operations on the user and equipment(if applicable) KB4. The impact of operations on the final product (if applicable) KB5. The effect of not rectifying the problems identified KB6. The reason for the occurrence of previous problems KB7. Measures and steps that have been taken to address the previous problems KB8. Possible solutions for various problems KB9. The correct method for carrying out corrective actions outlined for each problem KB10. The impact of not carrying out the corrective actions KB11. The documentation procedure for recording such problems, as per company norms KB12. The escalation matrix for reporting problems KB13. Escalation matrix for reporting unresolved problems KB14. The time frame within which in which each problem needs to be escalated KB15. Manner in which each problem needs to be escalated
Skills (S)	
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
	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
	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
	Life Skills
	Integrity 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** SA15. Take responsibility for completing one's own work assignment SA16. Take initiative to enhance/learn skills in ones'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 analyse 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** 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
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material /chemical is developed replacing existing one. SB3. Make changes in cycle time due to improved process. SB4. Use the standard operating procedure or trouble shooting manuals for trouble

	shooting and other reference documents approved by plant management SB5. Consult the peer group and superiors to arrive at a favourable decision. SB6. Use of standard available problem solving techniques for decision making SB7. Review and analyze the process steps to check on system non adherence and non conformity SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making SB9. Take a calculated risk with minimum losses
	Plan and Organize
	SB10. Plan and organize the factors of production to execute the business plan SB11. Fix up tasks and allotment of the same SB12. Assign tasks to suitable persons SB13. Motivate them for better output and time bound completion of tasks
	Customer Centricity
	SB14. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required) SB15. Ensure that performance of his action/operation/activity does not lead to any divergence from the specified quality of the final product as required by the customer. SB16. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer. SB17. Communicate effectively to the superior/customer for any delay in supplies to the clients. SB18. Work towards fulfilling the customer's requirement as per their demand. SB19. In case of any complaint, ensure its timely resolution if the problem is emanating at his level SB20. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer. SB21. Maintain good/cordial relation with customers. SB22. Work on the feedback received from customer regarding the product.
	Problem Solving
	SB23. Diagnose common problems in the curing operation and bladder based on visual inspection SB24. Suggest improvements(if any) in process based on experience SB25. Wastage reduction and optimal usage of material during curing operation
	Analytical Thinking
	SB26. Diagnose common problems in the machine based on visual inspection, sound, temperature etc SB27. Suggest improvements(if any) in process based on experience
	Critical Thinking

	SB28. Seek clarification on problems from others SB29. apply problem-solving approaches in different situations SB30. refer anomalies to the line manager

NOS Version Control

NOS Code	RSC/N5004		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre and NonTyre	Last reviewed on	25/10/2017
Occupation	Tyre Cord Dipping	Next review date	25/10/2021

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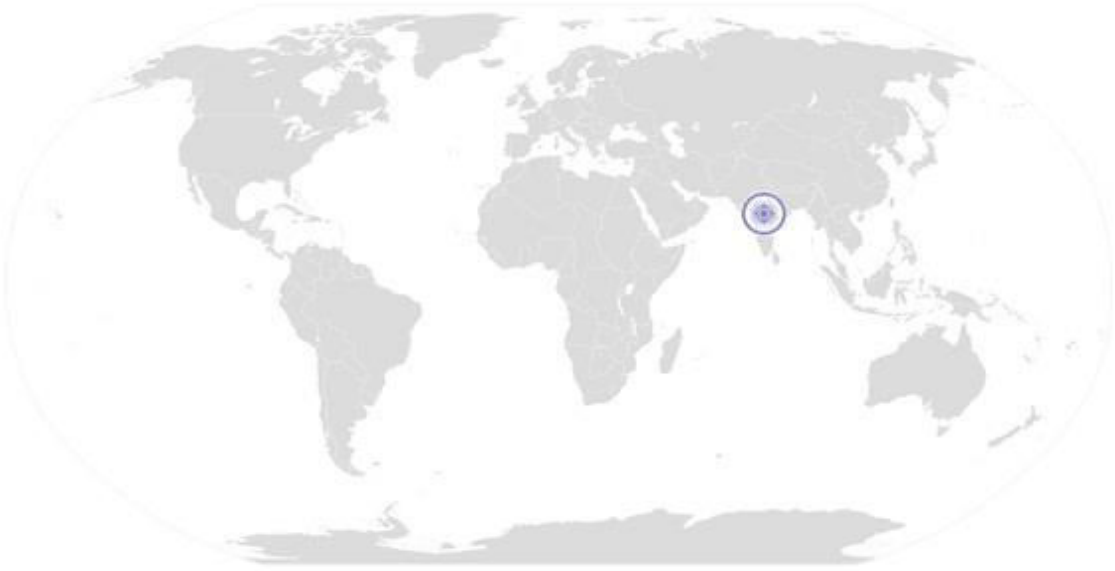
National Occupational Standard



Overview

This unit is about maintaining health and safety of self and others at workplace.

National Occupational Standard

Unit Code	RSC/N5007
Unit Title (Task)	**Carry out health and safety**
Description	This unit is about maintaining health and safety of self and others at workplace.
Scope	This unit/task covers the following: • Maintain a clean and efficient workplace • Render appropriate emergency procedures • Maintain standard safety procedures at the workplace • Participate in safety awareness campaigns • Understand potential sources of accidents • Use safety gears to avoid accidents
Performance Criteria (PC)	
Maintain a clean and efficient workplace	To be competent, the individual on the job must be able to: PC1. Undertake basic safety checks before operation of all machinery and equipment and report hazards to the appropriate supervisor PC2. Identify the work for which protective clothing or equipment is required and the appropriate protective clothing or equipment is used in performing these duties in accordance with workplace policy. PC3. Read and understand the hazards of use and contamination mentioned on the labels of chemicals, utilities etc PC4. Assess the risk prior to performing manual handling jobs and work is carried out according to currently recommended safe practices. PC5. Use equipment and materials safely and correctly and return the same to designated storage when not in use PC6. Dispose off waste safely and correctly in a designated area PC7. Recognize the risk to bystanders and take action to reduce risk associated with jobs in the workplace PC8. Perform work in a manner which minimizes environmental damage PC9. Monitor closely all procedures and work instructions for controlling risk PC10. Report any accidents, incidents or problems without delay to an appropriate person and take immediate necessary action to reduce further danger.
Render appropriate emergency procedures	PC11. Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency. PC12. Follow emergency procedures as per company standards and workplace requirements. PC13. Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements. PC14. Provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques. PC15. Recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate

	PC16. Dispose off medical waste in accordance with workplace requirements PC17. Report details of first aid administered in accordance with work place procedures.
Maintain standard safety procedures at the workplace	PC18. Comply with general safety procedures PC19. Follow standard safety procedures while handling equipment, hazardous material or tool PC20. Check parts of the workplace and take preventive actions like spraying and other steps to protect from leakages, water logging, pests, fire, pollution, etc. PC21. Ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure PC22. Keep the workplace organized, swept, clean and hazard free
Participate in safety awareness campaigns	PC23. Attend fire drills and other safety related workshops organized at the workplace PC24. Awareness about first aid, evacuation and emergency procedures PC25. Ensuring all safety procedures are followed without neglecting any event
Understand potential sources of accidents	PC26. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment
Use safety gears to avoid accidents	PC27. Use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace) PC28. Handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders
Knowledge and Understanding (K)	
A. Organizational context	The individual on the job needs to know and understand: KA1. Policies on incentives, delivery standards, and personnel management KA2. Occupational safety and health policy followed KA3. Emergency evacuation procedure KA4. Medical policy KA5. Company laws and acts
B. Technical knowledge	KB1. The risks to health and safety and the measures to be taken to control those risks in the area of work KB2. Workplace procedures and requirements for the handling of workplace injuries/illnesses. KB3. Basic emergency first aid procedure KB4. Local emergency services KB5. Reporting on accidents, incidents and problems to appropriate authorities. KB6. How to use machines as per standard operating procedure KB7. How to maintain work area safe and secure KB8. Use of hazardous materials, tools and equipments KB9. Emergency evacuation and first aid procedures to be followed KB10. Personal hygiene and fitness requirements

	KB11. General duties under the relevant health and safety legislation KB12. What personal protective equipment and clothing should be worn and how it is cared for KB13. The correct and safe way to use materials and equipment required for work KB14. The importance of good housekeeping in the workplace KB15. Safe disposal methods for waste KB16. Methods for minimizing environmental damage during work
Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The individual on the job needs to know and understand how to: SA1. Record data which are required for record keeping purpose SA2. Report problems to the appropriate person in a timely manner SA3. Write descriptions and details about incidents in reports
	Reading Skills
	SA4. Read instruction manuals for hand tools and equipment SA5. Read instructions on work orders and procedures
	Oral Communication
	SA6. Receive instructions and seek advice from superiors SA7. Communicate clearly and effectively with others
B. Professional Skills	**Decision Making**
	The individual on the job needs to know and understand how to: SB1. Take a decision for any change/issue based on earlier successes (documented previous history)on similar issues SB2. Work out changes in case a new improved machine / equipment is added in the process or any new material / chemical is developed replacing existing one. SB3. Make changes in cycle time due to improved process. SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management SB5. Consult the peer group and superiors to arrive at a favourable decision. SB6. Use of standard available problem solving techniques for decision making SB7. Review and analyze the process steps to check on system non adherence and non conformity SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making SB9. Take a calculated risk with minimum losses
	Plan and Organize

	SB10. Schedule daily activities and drawing up priorities; allocate start times, estimation of completion times and materials, equipment and assistance required for completion.
	Customer Centricity
	SB11. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required) SB12. Ensure that performance of his action/operation/activity does not lead to any divergence from the specified quality of the final product as required by the customer. SB13. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer. SB14. Communicate effectively to the superior/customer for any delay in supplies to the clients. SB15. Work towards fulfilling the customer's requirement as per their demand. SB16. In case of any complaint, ensure its timely resolution if the problem is emanating at his level SB17. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer. SB18. Maintain good/cordial relation with customers. SB19. Work on the feedback received from customer regarding the product.
	Problem Solving
	SB20. Use first aid treatment in case of any injury/accident.
	Analytical Thinking
	SB21. Monitor and maintain the condition of tools and equipment SB22. Assess situation & identify appropriate control measures
	Critical Thinking
	SB23. Act, communicate and report in emergency situation

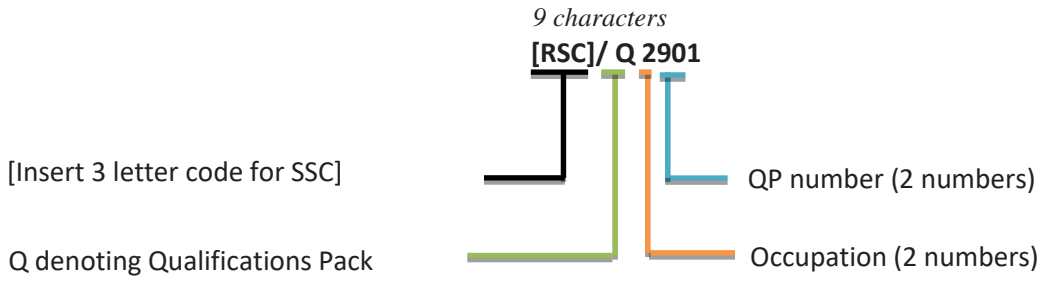
NOS Version Control

NOS Code	RSC/N5007		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre	Last reviewed on	25/10/2017
Occupation	Tyre Cord Dipping	Next review date	25/10/2021

Annexure

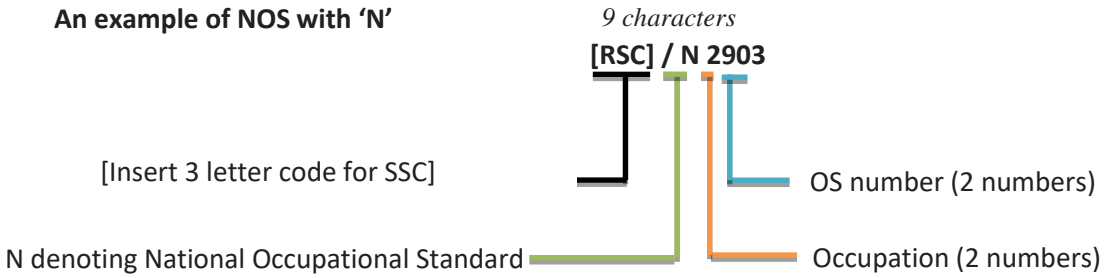
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Latex	**02-34**
Non-tyre	**12-12**
Rubber Manufacturing	**28-28**
Tyre	**02-36**
Tyre & Non -Tyre	**01-37**

Sequence	Description	Example
Three letters	Industry name	[RSC]
Slash	/	/
Next letter	Whether **Q**P or NOS	N
Next two numbers	Occupation code	29
Next two numbers	OS number	03

Criteria For Assessment Of Trainees

Job Role: Rubber Adhesive Fabric Dipping Operator
Qualification Pack Code: RSC/Q2901
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 Total Marks: 700				Marks Allocation	
Assessment outcomes	**Assessment Criteria for outcomes**	**Total Marks**	**Out Of**	**Theory**	**Skills Practical**
RSC/N2903 (Prepare dip solution using dip mixer and associated auxiliary units)	PC1. Ensure the emergency safety feature of a machine is working.	100	4	2	2
	PC2. Ensure that the equipment (mixer tank) is clean.		4	2	2
	PC3. Set parameters for the equipment (temperature on chillers , flow meter ,softener) as per the organizational SOP.		6	4	2
	PC4. Ensure that all the ingredients required are approved and released by laboratory.		2	0	2
	PC5. Ensure that the water hardness of water used for dip solution is within specification for usage.		2	0	2
	PC6. Ensure all balance unused left over ingredients are stored properly to avoid any contamination or deterioration during storage and are used up while mixing the next dip solution batch .		2	0	2
	PC7. Weigh each ingredients and comply to the allowable tolerance limits		5	3	2
	PC8. Loading sequence of ingredients to be strictly followed as per instructions /SOP and should be as per plan to get maximum output.		7	4	3
	PC9. Monitor temperature, flow meter .		2	0	2
	PC10. Set timer for agitation.		6	3	3

	PC11.Draw sample for testing and release for next operation.		5	3	2
	PC12. Ensure proper aging before sampling is released for testing		3	0	3
	PC13. Send sample of the prepared dip solution in the specified sample size and method as directed by the company		4	2	2
	PC14. Ensure that the chiller is on in the container tank meant for storing dip solution.		3	1	2
	PC15. Ensure that the outlet of the storage tank is closed to avoid any leakage/spillage .		2	1	1
	PC16. Unload dip solution appropriately.		6	4	2
	PC17. Draw sample for lab testing and release.		4	3	1
	PC18. Set timer for appropriate minimum aging of solution before usage in the next operation.		5	4	1
	PC19. Form appropriate batches of the product		4	3	1
	PC20. Mark the batch for proper identification for further processing		4	3	1
	PC21. Dispose of waste material safely, as per organizational SOP.		6	5	1
	PC22. Ensure the use of certified safe chain hoist/s for lifting drums and pouring ingredients into the mixer.		3	0	3
	PC23. Adhere to all safety norms (such as wearing protective gloves, mask and safety shoes).		3	0	3
	PC24. Avoid spillage and in case of spillage occur , follow safety measures as laid down by safety department		5	3	2
	PC25. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		3	0	3
	Total		**100**	**50**	**50**
RSC/N2904 (Perform synthetic cord dipping operation_v2)	PC1. Ensure that the all the components of dip unit train are functioning properly.	100	2	0	2
	PC2. Ensure that the emergency safety feature of the train is working.		2	0	2
	PC3. Ensure that the dip saturator tank is clean.		2	0	2
	PC4. Set parameters for the machine and equipment as per the organizational SOP.		6	5	1
	PC5. Ensure the dip solution prepared is approved and released by laboratory.		1	0	1
	PC6. Ensure correct cord/fabric/woven fabric for dipping		1	0	1
	PC7. Draw out the required quantity of dip solution from main mixer /storage tank o the saturator tank meant for dipping fabric on dipping line.		4	3	1
	PC8. Ensure that the dimensions of the fabric roll ,the shell is in confirmation to as specified in the instructions /organization's SOP		4	3	1
	PC9. Ensure the Fabric to be dipped in the shift are available at the unit site		1	0	1
	PC10. Ensure all balance unused left over ingredients are stored properly to avoid any contamination or deterioration during storage and are used up while net dipping operation .		3	0	3
	PC11. Loading sequence of ingredients to be strictly followed as per instructions /SOP.		5	4	1
	PC12. Perform and monitor the fabric operation in the dip unit train as per the SOP.		5	4	1

	PC13. Ensure that the fabric is well spread before entering the dip saturator tank		1	0	1
	PC14. Ensure proper flow of dip solution from main mixer tank to the saturator tank by restricted opening of valves on the dip solution line		1	0	1
	PC15. Ensure the line speed is maintained to maintain the Dipping dwell time		2	0	2
	PC16. Pass the fabric through the pull roll assembly and squeeze roll		7	4	3
	PC17. Set properly the Vacuum dewebber /suction pressure and suction Nip gap to get uniform dipping with NO webbing across the width of fabric		7	5	2
	PC18. Ensure that for drying, heat setting and normalizing ovens the temperatures are set correctly as per specifications		2	0	2
	PC19. Pass the fabric through the ovens ensuring the temperatures and the exposure time are maintained		7	5	2
	PC20. Ensure Fabric are passed through wind up accumulator		3	0	3
	PC21. Ensure that the spreaders are utilized correctly to bring the width to the specification at the wind up		7	5	2
	PC22. Wind up dipped fabric on wooden or metallic shells with proper taper tension control.		7	5	2
	PC23. Ensure the use of certified tools and equipments for material handling		5	4	1
	PC24. Handle the ingredients intended for dipping using hand gloves and other safety equipment as directed by organizations safety department		5	4	1
	PC25. Adhere to all safety norms (such as wearing protective gloves and shoes, safety masks etc)		4	4	0
	PC26. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		3	3	0
	PC27. Follow the guidance of safety department to contain spillages which may affect the health and safety of self or the environment in the dip mixer area		3	2	1
	Total		**100**	**60**	**40**
RSC/N2905 (Perform post dipping activities)	PC1. Ensure proper identification of prepared dip fabric with tags	100	6	2	4
	PC2. Maintain record of details on greige fabric		8	3	5
	PC3. Record affected portion on the ID tag for suitable action while calendaring		8	4	4
	PC4. Maintain proper record at the dip unit log book to enable traceability and feedback to fabric suppliers for any defects		8	4	4
	PC5. Segregate the rolls with off spec conditions and hold them for disposition by technical		9	4	5
	PC6. Draw sample for lab testing and release.		9	5	4
	PC7. Ensure proper storage of fabric rolls		8	2	6
	PC8. Dispose of waste material safely, as per organizational SOP.		9	5	4
	PC9. Ensure identification and traceability by marking/coding for the right product as per the instructions laid down by the company (in terms of Roll number, dipped fabric code weight, length , width and date of dipping and operators name).		9	4	5

	PC10. Send sample of the dipped fabric in the specified sample size and method as directed by the company		9	4	5
	PC11. Handle the dipped material using hand gloves and other safety equipment.		6	4	2
	PC12. Knowledge of the first aid for handling any injury while cord dipping		4	4	0
	PC13. Adhere to all safety norms (such as wearing protective gloves , shoes, safety masks etc).		3	3	0
	PC14. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		4	2	2
	Total		**100**	**50**	**50**
RSC/N5001 Carry out housekeeping in rubber product manufacturing	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 Carry Out Reporting And Documentation	PC1. Report data/problems/incidents as applicable in a timely manner	100	12	8	4
	PC2. Report to the appropriate authority as laid down by the company		12	8	4
	PC3. Follow reporting procedures as prescribed by the company		12	8	4
	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
	Total		**100**	**60**	**40**
RSC/N5003 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 the results of the 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	PC1. Identify defects/indicators of problems	100	7	4	3

Carry Out Problem Identification And Escalation	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
	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/N5007 - Carry Out Health and Safety	PC1. Undertake basic safety checks before operation of all machinery and equipment and report hazards to the appropriate supervisor	100	6	4	2
	PC2. Work for which protective clothing or equipment is required is identified and the appropriate protective clothing or equipment is used in performing these duties in accordance with workplace policy.		6	4	2
	PC3. Read and understand the hazards of use and contamination mentioned on the labels of chemicals, utilities etc		0	0	0
	PC4. Prior to performing manual handling jobs, risk is assessed and work is carried out according to currently recommended safe practices.		6	4	2
	PC5. Use equipment and materials safely and correctly and return the same to designated storage when not in use		0	0	0
	PC6.Dispose off waste safely and correctly in a designated area		6	4	2

	PC7. Risks to bystanders are recognized and action taken to reduce risk associated with jobs in the workplace		0	0	0
	PC8. Perform work in a manner which minimizes environmental damage		0	0	0
	PC9. All procedures and work instructions for controlling risk are followed closely.		0	0	0
	PC10. Report any accidents, incidents or problems without delay to an appropriate person and take immediate necessary action to reduce further danger.		0	0	0
	PC11.Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency.		6	4	2
	PC12.Follow emergency procedures as per company standards and workplace requirements.		8	5	3
	PC13.Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements.		8	5	3
	PC14. Provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques.		0	0	0
	PC15. Recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate		0	0	0
	PC16. Dispose off medical waste in accordance with workplace requirements		0	0	0
	PC17.Report details of first aid administered in accordance with work place procedures.		7	4	3
	PC18. Comply with general safety procedures		8	4	4
	PC 19. Follow standard safety procedures while handling equipment, hazardous material or tool		0	0	0
	PC20. Check parts of the workplace and take preventive actions like spraying and other steps to protect from leakages, water logging, pests, fire, pollution, etc.		8	5	3
	PC21. Ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure		0	0	0
	PC22. Keep the workplace organized, swept, clean and hazard free		8	5	3
	PC23. Attend fire drills and other safety related workshops organized at the workplace		4	2	2
	PC24. Be aware of first aid, evacuation and emergency procedures		4	2	2
	PC25. Be alert of any events and do not be negligent to any safety procedures to be followed		0	0	0
	PC26. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment		4	2	2
	PC27.Use safety materials such as protective gear, goggles, caps, shoes, etc.(as applicable with workplace)		4	2	2
	PC28. Handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders		4	2	2
Total			**100**	**60**	**40**