QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR RUBBER INDUSTRY

Contents

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- Latex Dipping Plant Operator

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Latex

OCCUPATION: Latex Product Manufacturing

REFERENCE ID: RSC/Q3404

ALIGNED TO: NCO-2015/NIL

Brief Job Description: A Latex Dipping Plant Operator is responsible to produce various dipped products with an automatic dipping or batch dipping lines involving preparation of coagulant solution preparation, its application on latex products and removal of the latex products from respective moulds during production.

Personal Attributes: This job requires the individual to handle multiple tasks. He should be efficient in performing procedural work. He should be result oriented and positive in attitude. The individual must be attentive and focused in attaining the set objectives and willing to learn advance methods. He should be able to coordinate with other team members for smooth process flow. He should be very active in adapting to quick changes and modifications with respect to the work in progress.

Job Details

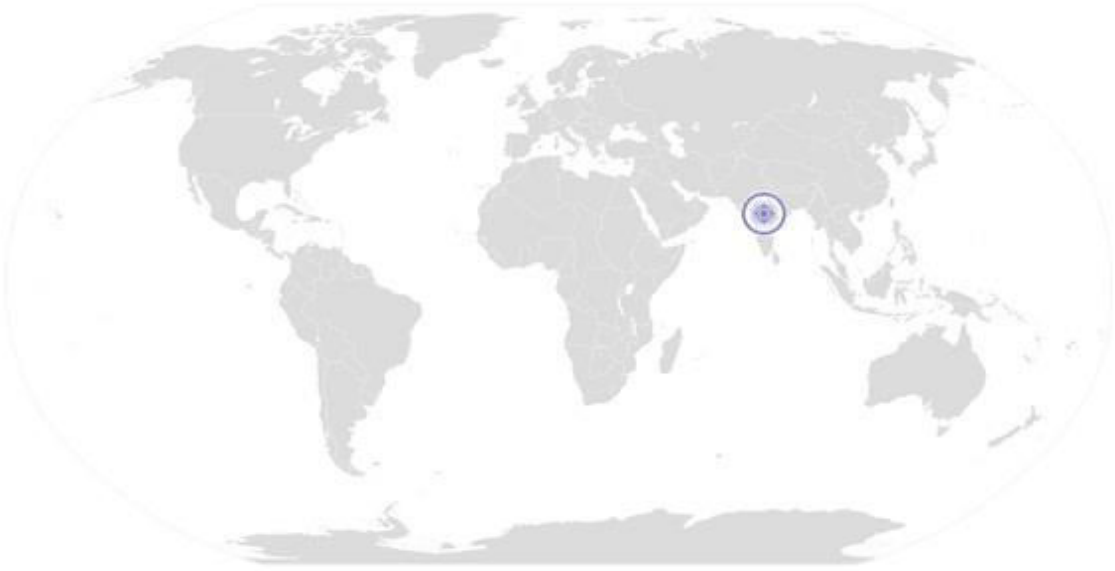
Qualifications Pack Code	**RSC/Q3404**		
Job Role	**Latex Dipping Plant Operator**		
Credits(NSQF)	**TBD**	**Version number**	**2.0**
Sector	**Rubber Manufacturing**	**Drafted on**	**02/12/2014**
Sub-sector	**Latex**	**Last reviewed on**	**25/10/2017**
Occupation	**Latex Product Manufacturing**	**Next review date**	**25/10/2021**
NSQC Clearance on			

Job Role	**Latex Dipping Plant Operator**
Role Description	A Latex Dipping Plant Operator is responsible to produce various dipped products with an automatic dipping or batch dipping lines involving preparation of coagulant solution preparation
NSQF level **Minimum Educational Qualifications*** **Maximum Educational Qualifications***	4 Class VIIIth Pass
Prerequisite License or Training	NA
Minimum Job Entry Age	18 years
Experience	Worked as a semi-skilled helper for minimum 6 months in the same process
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. RSC/N3410 - Perform pre latex dipping activities 2. RSC/N3411 - Undertake Dipping Line Operation and Stripping from moulds 3. RSC/N3412 - Perform post latex 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 tools, the coagulant solution, dipping line, the auto strip machine and stripping aids required for production of the latex product

National Occupational Standard

Unit Code	RSC/N3410
Unit Title (Task)	Perform pre latex dipping activities
Description	This unit is about preparing tools, the coagulant solution, dipping line, the auto strip machine and stripping aids required for production of the latex product.
Scope	This unit/task covers the following: • Check the readiness of Machine and equipments • Collect material for preparation of coagulant solution. • Sole Preparation and coagulant solution testing • Prepare Dipping Lines and set the parameters of the dipping lines as per company's SOP • Ensure housekeeping and safety in the work 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 equipments are clean and ready to use. PC2. Ensure that the tools required for coagulant solution preparation and dipping operation are ready. PC3. Ensure that the dipping line is clean and ready to use. PC4. Ensure proper functioning of different equipments attached with the Dipping lines PC5. Ensure utility services controls viz Boilers, Air compressors, water chillers, effluent treatment plants are well prepared PC6. Prepare each dipping lines as per parameter requirements PC7. Heating up of the line ovens and necessary controls of all oven PC8. Ensure that the auto strip machine is clean and ready to use. PC9. Ensure that the stripping aids required for stripping are ready. PC10. Set parameters for the equipment as per company's SOP
Raw material appropriateness	PC11. Ensure that all the ingredients required are approved and released by laboratory. PC12. Ensure the availability of ingredients/chemicals for the required coagulant solution as per specification PC13. Ensure proper identification and usage of required coagulating chemical concentration (Calcium Nitrate, Calcium Chloride, Acetic acid etc) PC14. Ensure proper use of stripping aids in the coagulant solution, mostly Calcium Carbonate PC15. Usages of anti-webbing agents to reduce surface tension and antifoaming agents to eliminate bubbles PC16. Ensure all balance unused left over ingredients are stored properly to avoid any contamination or deterioration during storage and are used up while preparing the next coagulant solution batch.
Solution Preparation and Testing	PC17. Coagulant Solution Preparation as per the SOP. PC18. Ensure appropriate heating of coagulant solution. PC19. Send sample of the solution to the lab for testing and approval. PC20. Ensure that the storage container is ready as per the requirement.

	PC21. Ensure that the outlet of the storage do not cause any leakage/spillage. PC22. Unload coagulant solution appropriately. PC23. Form appropriate batches of the coagulant solutions PC24. Mark the batch for proper identification for further processing
Dipping line preparation	PC25. Preparation of compound dispersions, emulsions and solutions as per formulation PC26. Get the Latex compounding and testing for the required dip products done PC27. Monitor cooling of latex to the required levels to have a proper latex maturity PC28. Ensure the availability of ingredients for the required dipping operation as per specification PC29. Preparation of the each dipping lines as per the requirements with respect to formers , latex ,coagulant, solutions etc PC30. Heating up of the solutions and necessary controls of solution temperatures PC31. Ensure all balance unused left over ingredients are stored properly to avoid any contamination or deterioration during storage and are used up while preparing the next dipping line.
Housekeeping & Safety	PC32. Precaution for dust / chemical inhaling and handling PC33. Ensure the use of certified safe chain hoist/s for lifting drums and pouring ingredients. PC34. Proper washing of hands to remove chemicals PC35. Precaution against putting finger / hand inside the conveyor chain, beading machine / usage of safety break fitted on the machine PC36. Checking of dipping line to avoid conveyor chain derails and former breakages PC37. Awareness of wet floor and heated area environments PC38. Adhere to all safety norms (such as wearing protective gloves, mask and safety shoes). PC39. Avoid spillage and in case of spillage occur , follow safety measures as laid down by safety department PC40. 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 tools, equipments, solution, machine and aids. KA2. Importance of identifying non-conforming stripping and mould release agents 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. Properties of rubber and rubber chemicals for coagulant preparation KB2. Implications of wrong weighing of chemicals and the problems there by KB3. Level control methods and coagulant feeding technique KB4. Total Solid Content (TSC) of the solution prepared KB5. Calcium Nitrate/Calcium Chloride/Acetic Acid percentage of solution prepared KB6. Elimination and sieving of coagulant solutions KB7. Periodical sieving of coagulant solution to remove dirt KB8. Agitation and speed controls of stirrer to avoid air incorporation KB9. Procedure of Coagulant preparation and maturity time KB10. Solid content determination of the chemicals used KB11. Proper identification and usage of required coagulating chemical concentration KB12. Proper use of stripping mediums (calcium carbonate/talc powder) in the coagulant solution KB13. Usages of anti-webbing agents KB14. Importance of controlling solution temperature KB15. Periodical lab checking of the coagulant solutions are to be conducted and recorded to maintain the product quality requirements KB16. Effect of wrong weighing of ingredients and dipping line parameters KB17. Various dipping machines and their operations KB18. Proper compound mixing and preparation of dispersion and solutions KB19. Product weight and dimensional controls KB20. QC and QA procedure KB21. Periodical and planned maintenance shutdowns of dipping lines KB22. Preventive measures and emergency break down procedures KB23. Importance of cost controls KB24. Knowledge of required raw material, their specs and MSDS KB25. Knowledge of shelf life requirements KB26. Process of rubber product stripping KB27. Proper ways of mould handling KB28. Use of the stripping agents and mould release agents KB29. Operations of auto strip machine KB30. Maintenance and cleaning of machine at regular intervals KB31. Quality certified product KB32. Various abnormalities and suitable response for abnormalities in equipment performance. KB33. Implications of delays in the preparation process. KB34. Cleanliness and safety requirements for commencing stripping operation KB35. Units of measurement. KB36. Response to emergencies, for example, power failures, fire, system failures, spillages and manual intervention to avoid disasters. KB37. Knowledge of appropriate batch sizes with respect to appropriate material.
Skills (S)	
A. Core Skills/	**Writing Skills**

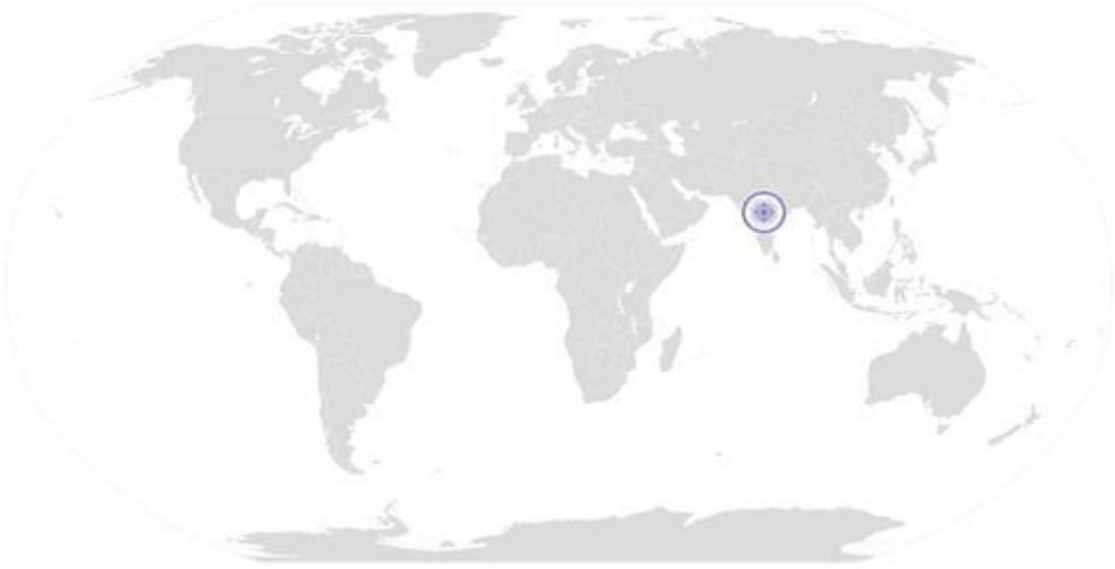
Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional 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. Interpret quality for sheet SB24. Suggest improvements(if any) in process/product/materials based on results and experience
	Analytical Thinking
	SB25. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency SB26. Diagnose common problems in the machine based on visual inspection, sound, 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/N3410**		
Credits(NSQF)	**TBD**	**Version number**	**2.0**
Industry	**Rubber Manufacturing**	**Drafted on**	**02/12/2014**
Industry Sub-sector	**Latex**	**Last reviewed on**	**25/10/2017**
Occupation	**Latex Product Manufacturing**	**Next review date**	**25/10/2021**



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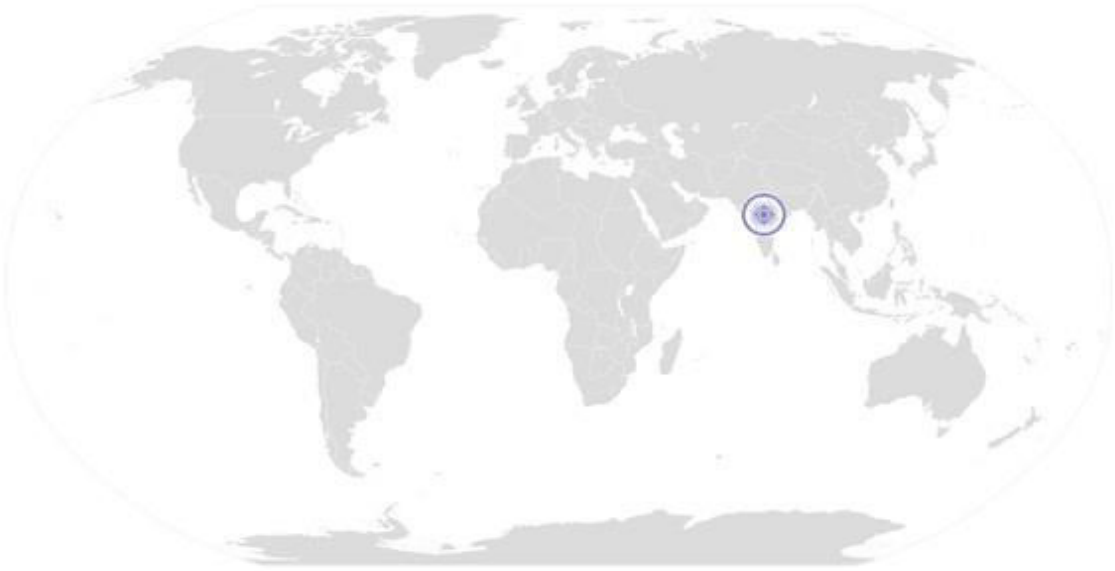
National Occupational Standard



Overview

This unit is about undertaking dipping line operation and stripping the product from the mould for preparation of latex dip products.

National Occupational Standard

Unit Code	RSC/N3411
Unit Title (Task)	**Undertake Dipping Line Operation and Stripping from moulds**
Description	This unit is about undertaking dipping line operation and stripping the product from the mould for preparation of latex dip products.
Scope	This unit/task covers the following: • Ensure raw material appropriateness • Operating automatic or batch dipping machine. • Use coagulant solution in various processes • Operate Auto Strip Machine • Ensure housekeeping and safety in the work area.
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Material appropriateness	To be competent, the user/individual on the job must be able to : PC1. Ensure that the quantity of each ingredient is as specified in the instructions/ organizations SOP. PC2. Handle the material properly to avoid contamination PC3. Confirm raw materials and compounded latex specifications PC4. Ensure the usage of lab released solution.
Dipping Line Operation	PC5. Carry out startup and shut down procedures of the dipping lines PC6. Sequential addition of ingredients to be strictly followed as per instructions /SOP. PC7. Follow the standard operating procedures for dipping line operation PC8. Setting up of the lines with required speed, and required dimensions and weights as per required specifications PC9. Monitor Dip Line parameter controls, product dimensions, weight controls as well other quality requirement standards and controls. PC10. Cleaning of dipping line after the operation PC11. Draw sample for lab testing and release. PC12. Report repair and maintenance requirement to the Supervisor PC13. Removal of scraps and downgraded products from each areas operations to concerned places
Working with coagulant bath solution	PC14. Assist in continuous and batch dipping process using coagulants and latex extrusions PC15. Work on mould/former withdrawal from the coagulant solution in order to have thickness build of latex film deposits PC16. Check compounded latex solid content and handle machine speed for optimum dimension control of the product PC17. Work towards achieving specified product dimensions and weight controls while working with coagulants on latex products
Stripping Operation	PC18. Strip the products from the mould PC19. Ensure proper stripping without damages to the product PC20. Use stripping aids for easy removal from moulds PC21. Efficient use of the stripping agents and mould release agents PC22. Follow the standard operating procedures for auto strip machine

	PC23. Monitor functioning of Auto Strip machine PC24. Identify and remove defective products while stripping
Housekeeping & Safety	PC25. Ensure the use of certified equipments for lifting products worked with coagulants PC26. Follow the guidance of safety department to contain spillages which may affect the health and safety of self or the environment in the dispersion preparation area PC27. Ensure being careful in handling hot and humid products while stripping to save products from damages and tearing PC28. Ensure that the hands of the worker must be clean and not contaminated with oil and any kind of make up item PC29. Ensure the worker must have clean shaven face and well trimmed nails to avoid any damage to the product PC30. Handle the products using hand gloves, mouth covers and head covers PC31. Adhere to all safety norms (such as wearing protective gloves, masks and shoes) PC32. Comply with the health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: KA1. Proper dipping line and auto strip machine operation and its importance. KA2. Implications of poorly stripped products. 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. Various dipping machines and their operations KB2. Startup and shut down procedures of dipping line KB3. Periodical and planned maintenance shutdowns of dipping lines KB4. Preventive measures and emergency break down procedures KB5. Production Batch / Lot size determination and compounding of raw materials as per requirement KB6. Dip Line parameter controls, product dimensions, weight controls as well other quality requirement standards and controls KB7. Compound preparations and product testing procedures as well laboratory procedures KB8. Product tumbling procedures KB9. Product former changes and cleaning procedures KB10. Standard operating procedures for all operations KB11. Properties of latex and latex products for coagulant usage KB12. Implications of wrong/improper usage of coagulant solution and the problems there by KB13. Level control methods and coagulant feeding technique KB14. Elimination and sieving of coagulant solutions KB15. Agitation and speed controls of stirrer to avoid air incorporation KB16. Proper identification and usage of required coagulating chemical concentration KB17. Proper use of stripping aids in the coagulant solution KB18. Usages of anti-webbing agents KB19. Appropriate level of heating of coagulant solutions KB20. Processing with stripping machines KB21. Method of rubber product stripping KB22. Proper ways of mould handling KB23. Use of the stripping agents and mould release agents KB24. Identification and removal of defective products while stripping KB25. Importance of communicating supervisor/QC about product quality problems identified while stripping KB26. Cleanliness and safety requirements for stripping operation. KB27. Effect of improper machine operation on the properties of product. KB28. Types of defects leading to rejections and their indicators, reasons and possible solutions. KB29. Potential problems in machine operation KB30. Units of measurement. KB31. Response to emergencies, for example, power failures, fire, system failures and manual intervention to avoid disasters. KB32. Knowledge of appropriate batch sizes with respect to appropriate material.
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

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B. Professional Skills	**Decision Making**
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	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
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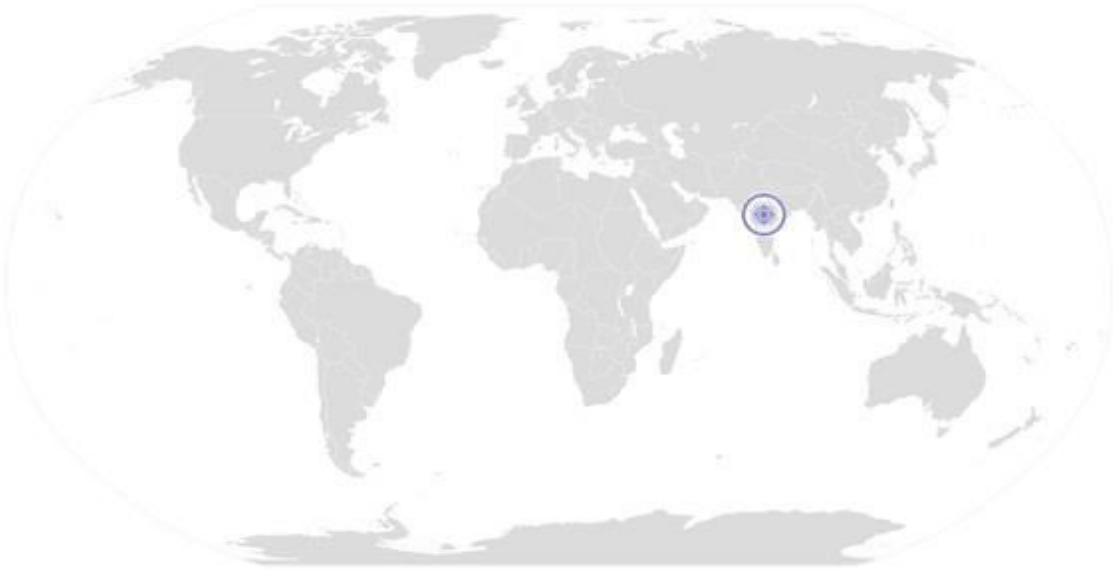
	Critical Thinking
	SB28. seek clarification on problems from others SB29. apply problem-solving approaches in different situations SB30. refer anomalies to the line manager

NOS Version Control

NOS Code	RSC/N3411		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Latex	Last reviewed on	25/10/2017
Occupation	Latex Product Manufacturing	Next review date	25/10/2021



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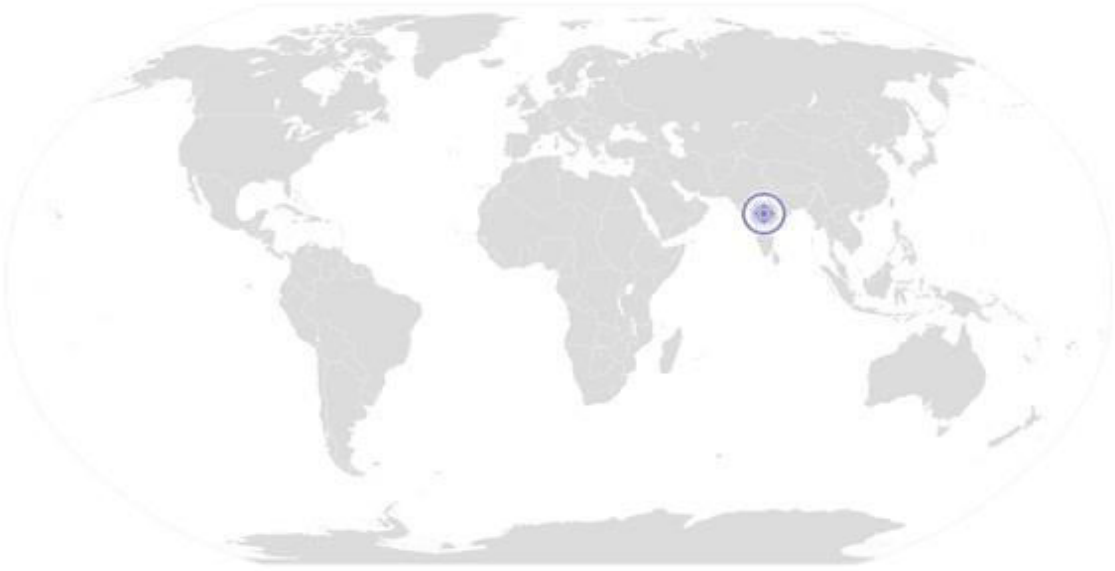
National Occupational Standard



Overview

This unit is about performing activities after the completion of stripping operation.

National Occupational Standard

Unit Code	RSC/N3412
Unit Title (Task)	**Perform post latex dipping activities**
Description	This unit is about performing activities after the completion of stripping operation.
Scope	This unit/task covers the following: • Operate the plant • Dispose the unused material • Ensuring housekeeping and safety in the stripping 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. Communicate tag for batch marking to the upstream teams PC2. Communicate supervisor/QC about product quality problems identified while stripping
Material disposal	PC3. Dispose of waste material safely, as per organizational SOP.
Housekeeping & Safety	PC4. Handle the stripped product using hand gloves and other safety equipment. PC5. Adhere to all safety norms (such as wearing protective gloves, shoes, safety masks etc). PC6. 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 stripped product. KA2. Significance of communicating tag for batch marking. 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. 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.

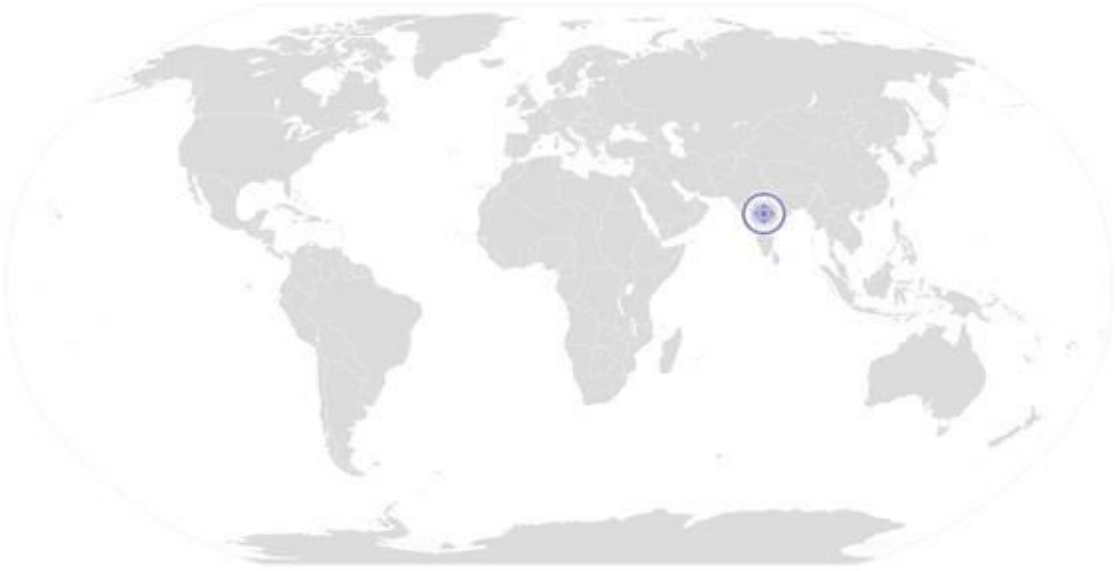
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Implications of incorrect tag communication. KB2. Implications of inappropriate waste disposal. KB3. Types of defects leading to rejections and their indicators, reasons and possible solutions. KB4. Units of measurement. KB5. Coding systems for identification and traceability. KB6. Removal of scraps and downgraded products from each areas operations to concerned places
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 **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	**Material and Equipment Handling**
	The user/individual on the job needs to know and understand how to: SB1. Handle stripped product. SB2. Handle of various types of material handling equipments SB3. Apply technology, combining the physical and sensory skills needed to operate equipment with the understanding of scientific and technological principles needed to explore and adapt systems.
	Analytical Thinking
	SB4. Diagnose common problems in the product based on visual inspection SB5. Suggest improvements(if any) in process based on experience
	Decision Making
	SB6. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues SB7. 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. SB8. Make changes in cycle time due to improved process. SB9. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management SB10. Consult the peer group and superiors to arrive at a favourable decision. SB11. Use of standard available problem solving techniques for decision making SB12. Review and analyze the process steps to check on system non adherence and non conformity SB13. Review the current SOP and other standards for continuous improvement to facilitate decision making SB14. Take a calculated risk with minimum losses
	Plan and Organize
	SB15. Plan and organize the factors of production to execute the business plan SB16. Fix up tasks and allotment of the same SB17. Assign tasks to suitable persons SB18. Motivate them for better output and time bound completion of tasks
	Customer Centricity
	SB19. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required) SB20. 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. SB21. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer. SB22. Communicate effectively to the superior/customer for any delay in supplies to the clients. SB23. Work towards fulfilling the customers requirement as per their demand. SB24. In case of any complaint, ensure its timely resolution if the problem is

	emanating at his level SB25. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer. SB26. Maintain good/cordial relation with customers. SB27. Work on the feedback received from customer regarding the product.
	Problem Solving
	SB28. Interpret quality for sheet SB29. Suggest improvements(if any) in process/product/materials based on results and experience
	Analytical Thinking
	SB30. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency SB31. Diagnose common problems in the machine based on visual inspection, sound, etc SB32. Suggest improvements(if any) in process based on experience
	Critical Thinking
	SB33. seek clarification on problems from others SB34. apply problem-solving approaches in different situations SB35. refer anomalies to the line manager

NOS Version Control

NOS Code	RSC/N3412		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Latex	Last reviewed on	25/10/2017
Occupation	Latex Product Manufacturing	Next review date	25/10/2021



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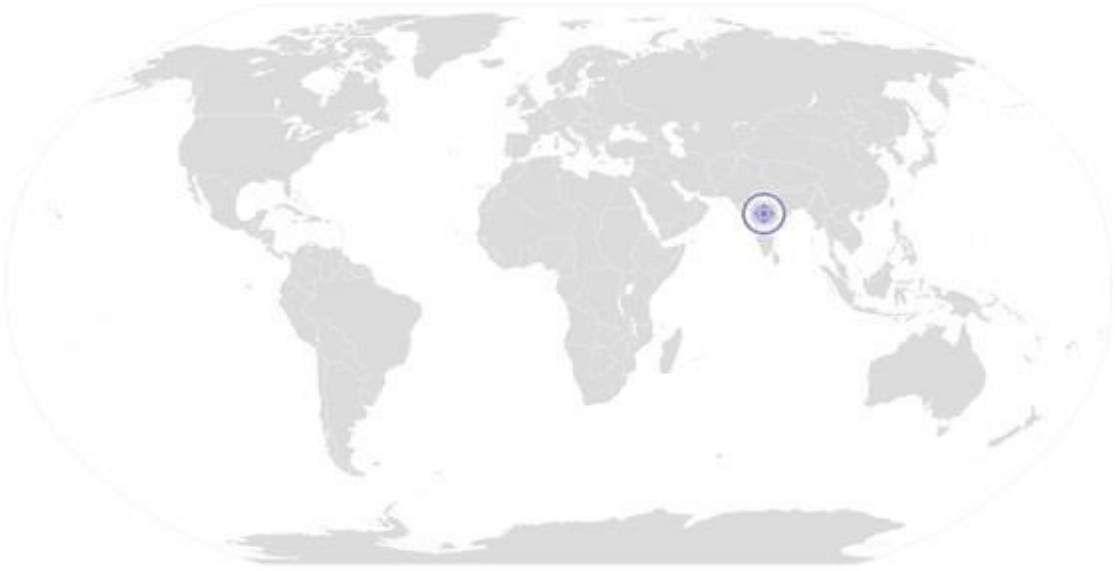


Overview

This unit is about carrying out housekeeping

National Occupational Standard

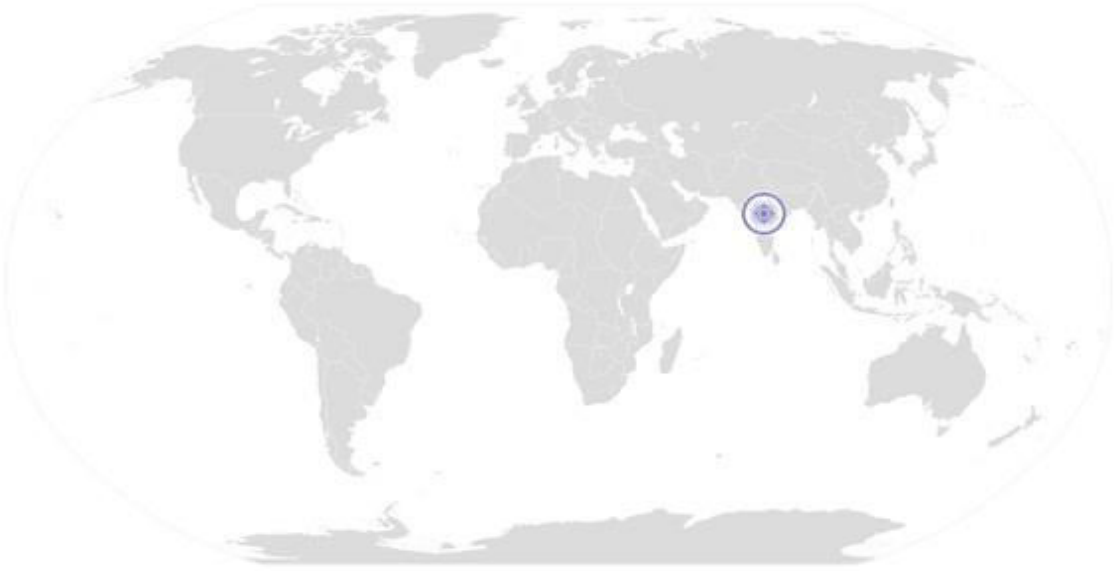
Unit Code	RSC/N5001
Unit Title (Task)	**Carry out housekeeping in rubber product manufacturing**
Description	This unit is about carrying out housekeeping activities
Scope	This unit/task covers the following: • Preparing for housekeeping activities • Carry out housekeeping operation • Post housekeeping 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)	
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	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 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

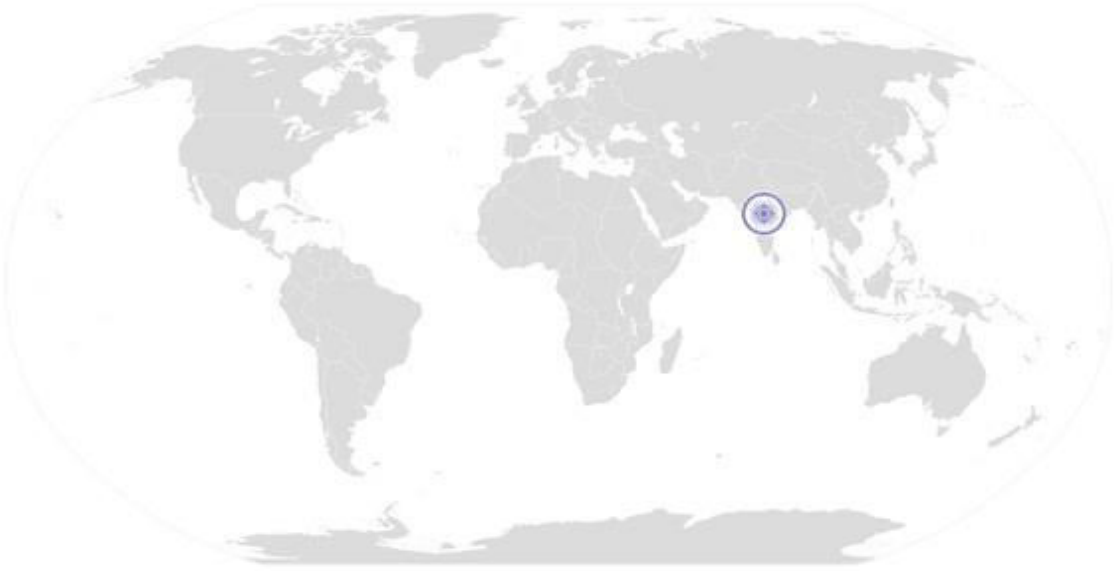
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues SB2. Work out changes in case a new improved machine/equipment is added 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 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. Interpret quality for sheet SB24. Suggest improvements(if any) in process/product/materials based on results and experience
	Analytical Thinking
	SB25. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency SB26. Diagnose common problems in the machine based on visual inspection, sound, 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	Latex	Last reviewed on	25/10/2017
Occupation	Latex Product Manufacturing	Next review date	25/10/2021



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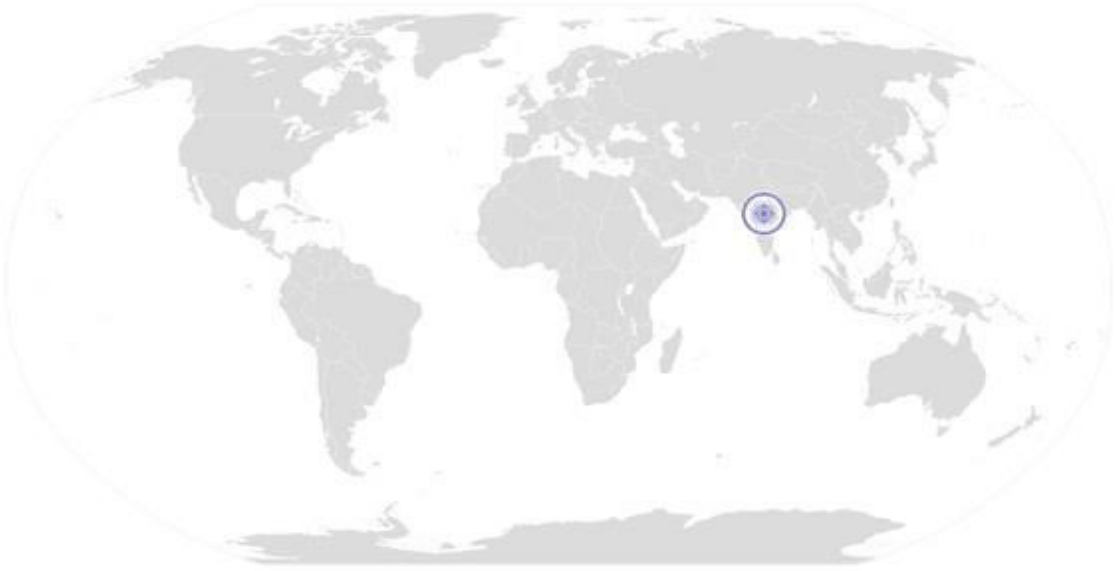


Overview

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 the appropriate authorities to inspect
Information Security	PC9. Respond to the 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

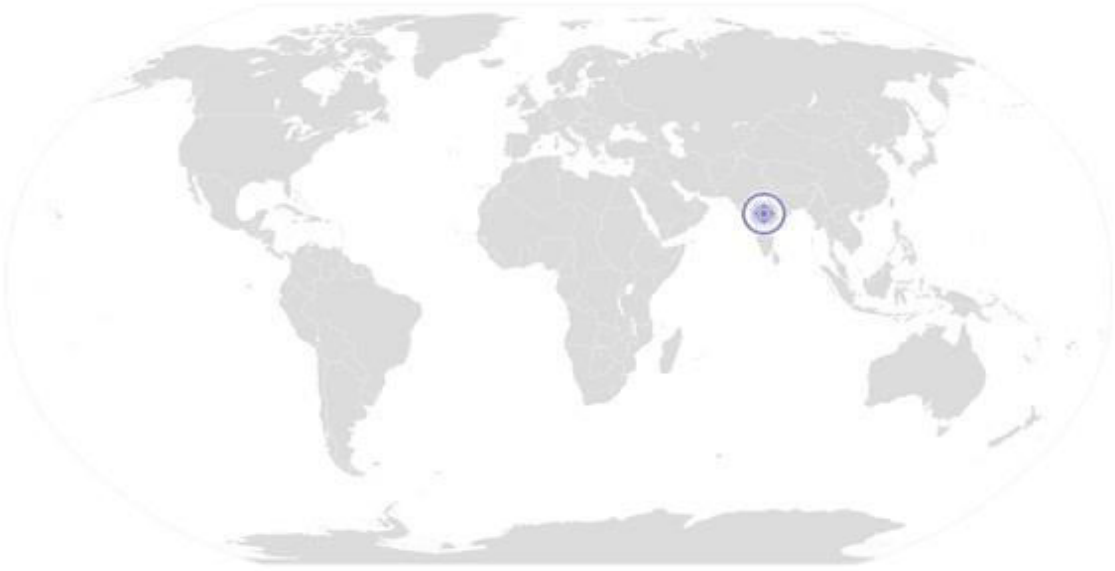
	KA16. Importance of subject learning/ training KA17. Importance of Product and its application
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Different methods of recording information KB2. Various documents that need to be maintained KB3. Company procedure for 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 **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. Interpret quality for sheet SB24. Suggest improvements(if any) in process/product/materials based on results and experience
	Analytical Thinking
	SB25. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency SB26. Diagnose common problems in the machine based on visual inspection, sound, 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	Latex	Last reviewed on	25/10/2017
Occupation	Latex Product Manufacturing	Next review date	25/10/2021



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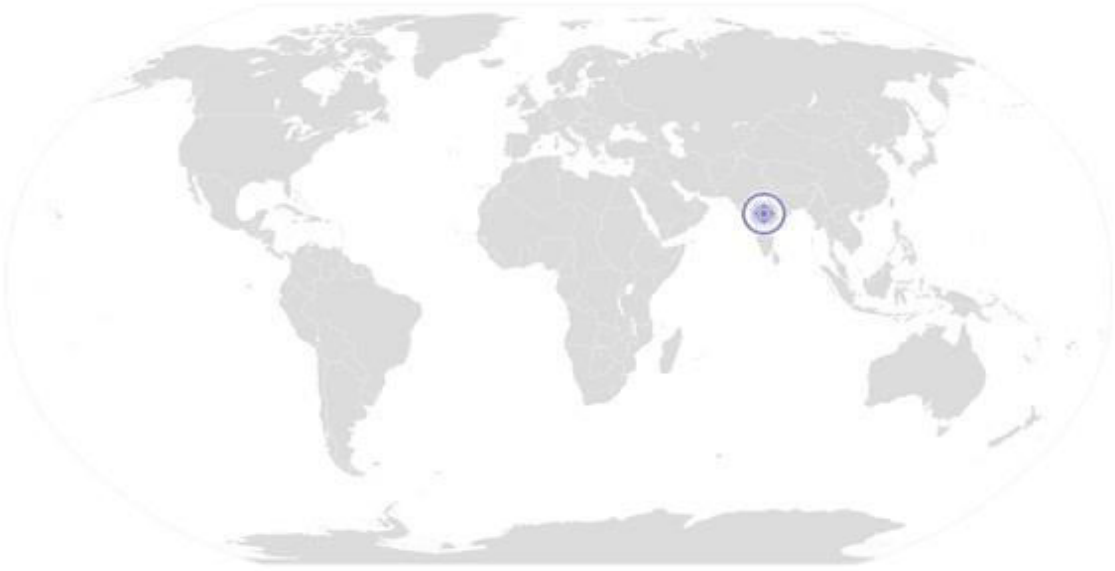


Overview

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 inspect 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 of results of action taken PC13. Record adjustments not covered by established procedures for future reference PC14. Review effectiveness of action taken PC15. Follow reporting procedures where the cause of defect cannot be identified

Knowledge and Understanding (K)	
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

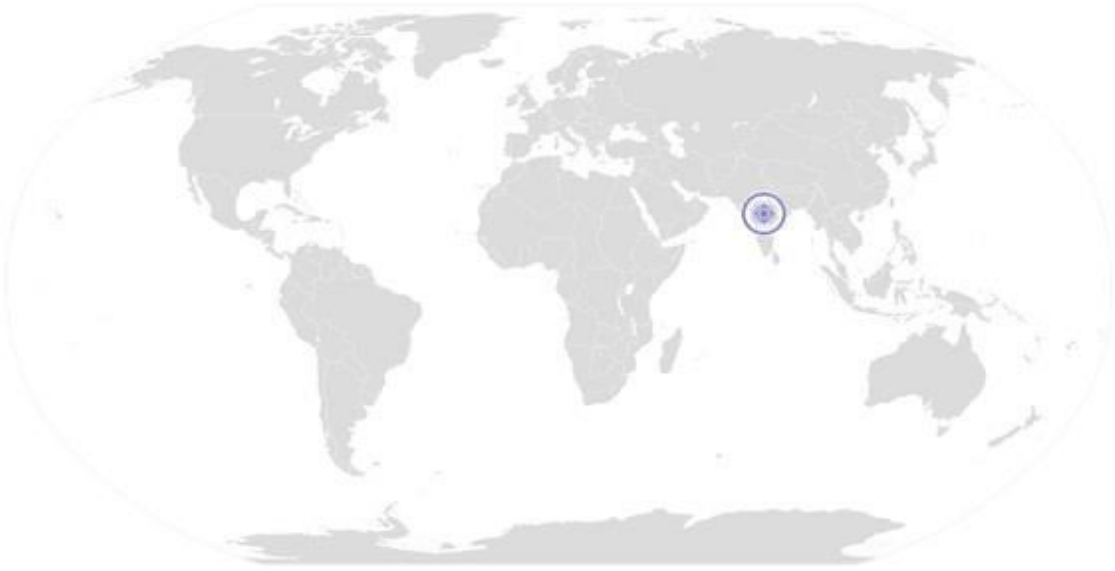
	KA12. Rectification/solution of problems/conflicts for the smooth functioning of the organization KA13. Importance of documentation/reporting as per guidelines and procedures KA14. Knowledge of do's and don'ts (company's HR instructions) KA15. Importance of attending trouble shooting KA16. Importance 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. 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. Organize samples and records properly SB11. Communicate results as per organizational procedure SB12. Perform analysis in given time line
	Customer Centricity

	SB13. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required) SB14. 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. SB15. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer. SB16. Communicate effectively to the superior/customer for any delay in supplies to the clients. SB17. Work towards fulfilling the customers requirement as per their demand. SB18. In case of any complaint, ensure its timely resolution if the problem is emanating at his level SB19. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer. SB20. Maintain good/cordial relation with customers. SB21. Work on the feedback received from customer regarding the product.
	Problem Solving
	SB22. Interpret quality for sheet SB23. Suggest improvements(if any) in process/product/materials based on results and experience
	Analytical Thinking
	SB24. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency SB25. Diagnose common problems in the machine based on visual inspection, sound, etc SB26. Suggest improvements(if any) in process based on experience
	Critical Thinking
	SB27. seek clarification on problems from others SB28. apply problem-solving approaches in different situations SB29. 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	Latex	Last reviewed on	25/10/2017
Occupation	Latex Product Manufacturing	Next review date	25/10/2021



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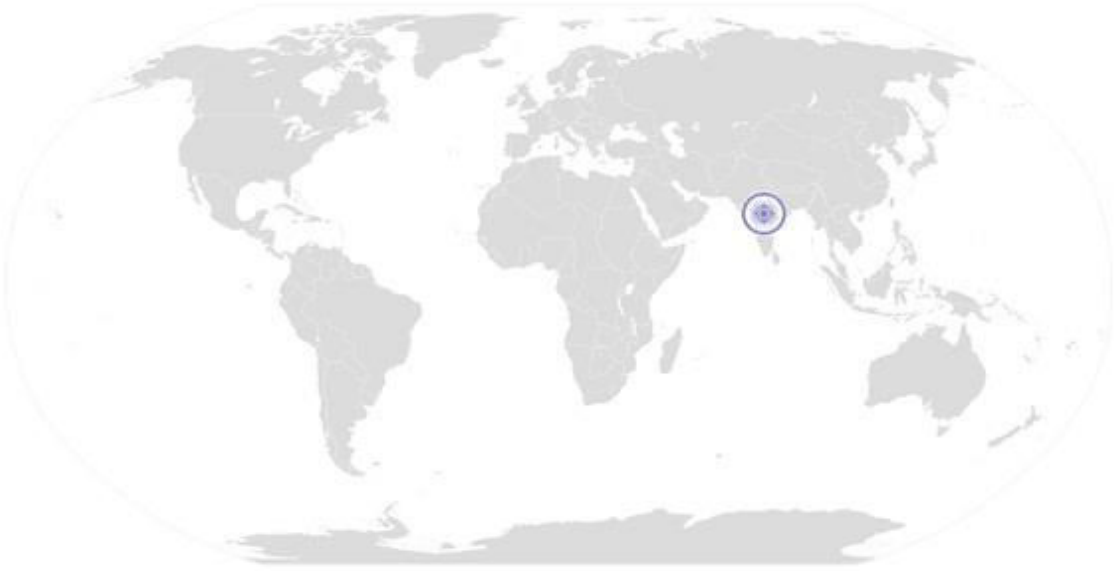
National Occupational Standard



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 problem 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. Organize samples and records properly SB11. Communicate results as per organizational procedure SB12. Perform analysis in given time line
	Customer Centricity
	SB13. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required) SB14. 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. SB15. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer. SB16. Communicate effectively to the superior/customer for any delay in supplies to the clients. SB17. Work towards fulfilling the customer's requirement as per their demand. SB18. In case of any complaint, ensure its timely resolution if the problem is emanating at his level SB19. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer. SB20. Maintain good/cordial relation with customers. SB21. Work on the feedback received from customer regarding the product.
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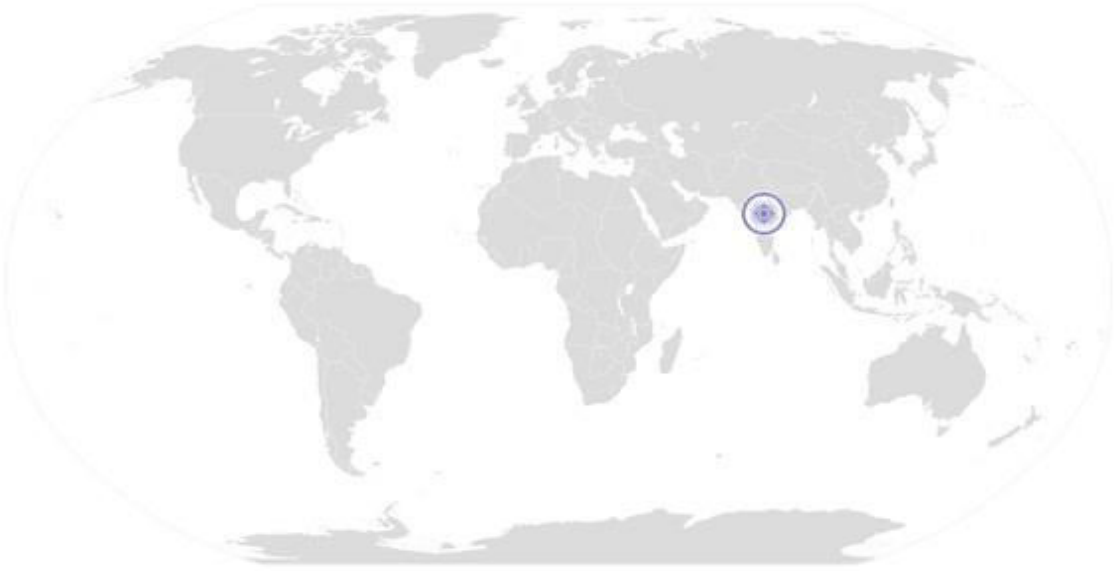
	SB24. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency SB25. Diagnose common problems in the machine based on visual inspection, sound, etc SB26. Suggest improvements(if any) in process based on experience
	Critical Thinking
	SB27. seek clarification on problems from others SB28. apply problem-solving approaches in different situations SB29. refer anomalies to the line manager

Version Control

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



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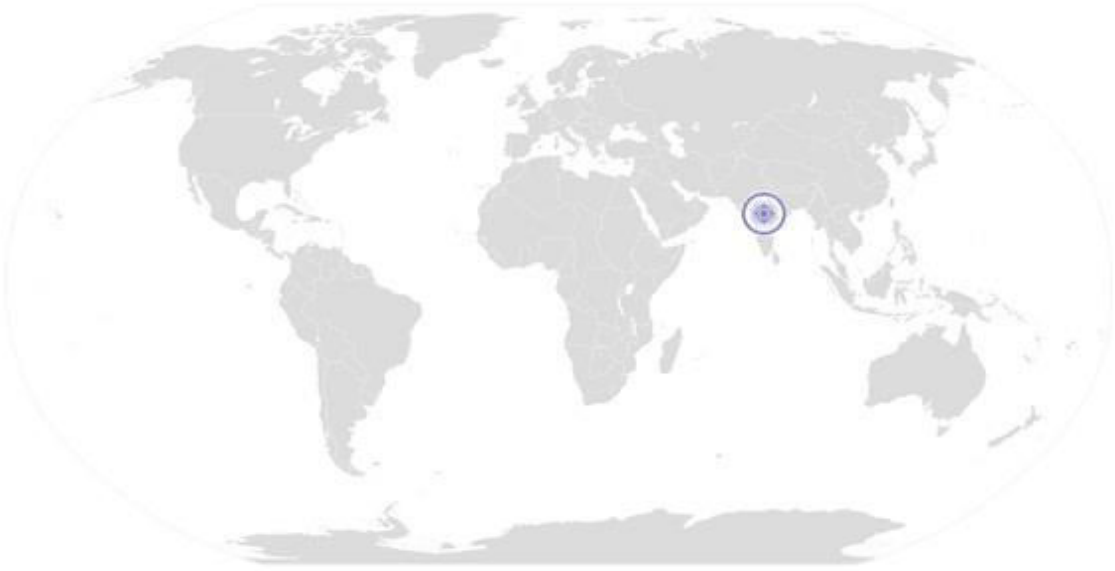


Overview

This unit is about health & safety

National Occupational Standard

Unit Code	RSC/N5007
Unit Title (Task)	**Carry Out Health & 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	The individual on the job needs to know and understand: 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 report
	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**
	To be competent, the individual must be able 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 customers 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

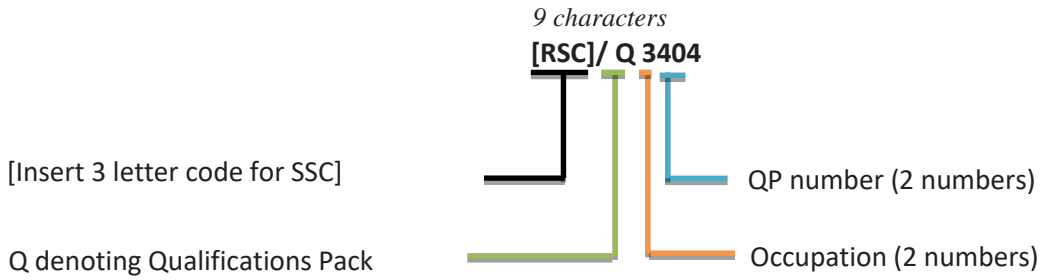
NOS Version Control

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

Annexure

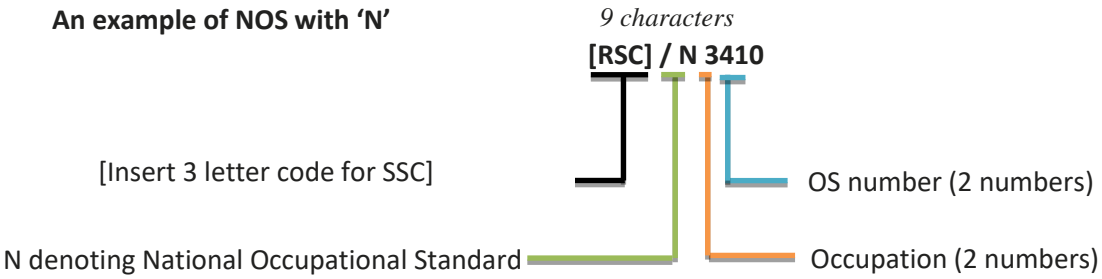
Nomenclature for QP and NOS

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	34
Next two numbers	OS number	10

Criteria For Assessment Of Trainees

Job Role: Latex Dipping Plant Operator
Qualification Pack Code: RSC/Q3404
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/N3410 Perform pre latex dipping activities	PC1. Ensure that the equipments are clean and ready to use.	100	2	1	1
	PC2. Ensure that the tools required for coagulant solution preparation and dipping operation are ready.		2	1	1
	PC3. Ensure that the dipping line is clean and ready to use.		1	0	1
	PC4. Ensure proper functioning of different equipments attached with the Dipping lines		1	0	1
	PC5. Utility services controls viz Boilers, Air compressors, water chillers, effluent treatment plants are well prepared		3	2	1
	PC6. Preparation of the each dipping lines as per parameter requirements		4	2	2
	PC7. Heating up of the line ovens and necessary controls of all oven		3	2	1
	PC8. Ensure that the auto strip machine is clean and ready to use.		1	0	1
	PC9. Ensure that the stripping aids required for stripping are ready.		1	0	1
	PC10. Set parameters for the equipment as per company's SOP		4	2	2
	PC11. Ensure that all the ingredients required are approved and released by laboratory.		1	0	1
	PC12. Ensure the availability of ingredients/chemicals for the required coagulant solution as per specification		1	0	1

	PC13. Proper identification and usage of required coagulating chemical concentration (Calcium Nitrate, Calcium Chloride, Acetic acid etc)		3	2	1
	PC14. Proper use of stripping aids in the coagulant solution, mostly Calcium Carbonate		3	2	1
	PC15. Usages of anti-webbing agents to reduce surface tension and antifoaming agents to eliminate bubbles		3	2	1
	PC16. Ensure all balance unused left over ingredients are stored properly to avoid any contamination or deterioration during storage and are used up while preparing the next coagulant solution batch.		3	2	1
	PC17. Coagulant Solution Preparation as per the SOP.		4	3	1
	PC18. Appropriate heating of coagulant solution.		3	2	1
	PC19. Send sample of the solution to the lab for testing and approval.		3	2	1
	PC20. Ensure that the storage container is ready as per the requirement.		1	0	1
	PC21. Ensure that the outlet of the storage do not cause any leakage/spillage.		1	0	1
	PC22. Unload coagulant solution appropriately.		3	2	1
	PC23. Form appropriate batches of the coagulant solutions		3	2	1
	PC24. Mark the batch for proper identification for further processing		3	2	1
	PC25. Preparation of compound dispersions, emulsions and solutions as per formulation		4	3	1
	PC26. Get the Latex compounding and testing for the required dip products done		3	2	1
	PC27. Monitor cooling of latex to the required levels to have a proper latex maturity		3	2	1
	PC28. Ensure the availability of ingredients for the required dipping operation as per specification		1	0	1
	PC29. Preparation of the each dipping lines as per the requirements with respect to formers , latex ,coagulant, solutions etc		3	2	1
	PC30. Heating up of the solutions and necessary controls of solution temperatures		3	2	1
	PC31. Ensure all balance unused left over ingredients are stored properly to avoid any contamination or deterioration during storage and are used up while preparing the next dipping line .		3	2	1
	PC32. Precaution for dust / chemical inhaling and handling		3	2	1
	PC33. Ensure the use of certified safe chain hoist/s for lifting drums and pouring ingredients.		1	0	1
	PC34 Proper washing of hands to remove chemicals		3	2	1
	PC35. Precaution against putting finger / hand inside the conveyor chain, beading machine / usage of safety break fitted on the machine		3	2	1
	PC36. Checking of dipping line to avoid conveyor chain derails and former breakages		3	2	1
	PC37. Awareness of wet floor and heated area environments		3	2	1
	PC38. Adhere to all safety norms (such as wearing protective gloves ,mask and safety shoes).		2	2	0
	PC39. Avoid spillage and in case of spillage occur , follow safety measures as laid down by safety department		3	2	1
	PC40. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		2	2	0
	Total		**100**	**60**	**40**

	PC1. Ensure that the quantity of each ingredient is as specified in the instructions/ organizations SOP.		5	4	1
	PC2. Handle the material properly to avoid contamination		4	3	1
	PC3. Confirm raw materials and compounded latex specifications		4	3	1
	PC4. Ensure the usage of lab released solution.		2	0	2
	PC5. Carry out startup and shut down procedures of the dipping lines		3	1	2
	PC6. Sequential addition of ingredients to be strictly followed as per instructions /SOP.		5	3	2
	PC7. Follow the standard operating procedures for dipping line operation		3	1	2
	PC8. Setting up of the lines with required speed, and required dimensions and weights as per required specifications		3	1	2
	PC9. Monitor Dip Line parameter controls, product dimensions, weight controls as well other quality requirement standards and controls.		3	1	2
	PC10. Cleaning of dipping line after the operation		3	1	2
	PC11. Draw sample for lab testing and release.		3	1	2
	PC12. Report repair and maintenance requirement to the Supervisor		3	1	2
RSC/N3411 Undertake dipping line operation and stripping from moulds	PC13. Removal of scraps and downgraded products from each areas operations to concerned places	100	3	1	2
	PC14. Assist in continuous and batch dipping process using coagulants and latex extrusions		3	2	1
	PC15. Work on mould/former withdrawal from the coagulant solution in order to have thickness build of latex film deposits		4	2	2
	PC16. Check compounded latex solid content and handle machine speed for optimum dimension control of the product		3	2	1
	PC17. Work towards achieving specified product dimensions and weight controls while working with coagulants on latex products		3	2	1
	PC18. Strip the products from the mould		3	1	2
	PC19. Ensure proper stripping without damages to the product		3	0	3
	PC20. Use stripping aids for easy removal from moulds		3	1	2
	PC21. Efficient use of the stripping agents and mould release agents		3	1	2
	PC22. Follow the standard operating procedures for auto strip machine		3	1	2
	PC23. Monitor functioning of Auto Strip machine		3	1	2
	PC24. Identify and remove defective products while stripping		3	2	1
	PC25. Ensure the use of certified equipments for lifting products worked with coagulants		2	0	2
	PC26. Follow the guidance of safety department to contain spillages which may affect the health and safety of self or the environment in the dispersion preparation area		3	2	1
	PC27. Ensure being careful in handling hot and humid products while stripping to save products from damages and tearing		3	2	1
	PC28. Ensure that the hands of the worker must be clean and not contaminated with oil and any kind of make up item		3	2	1
	PC29. Ensure the worker must have clean shaven face and well trimmed nails to avoid any damage to the product		3	2	1
	PC30. Handle the products using hand gloves, mouth covers and head covers		4	2	2
	PC31. Adhere to all safety norms (such as wearing protective gloves, masks and shoes)		2	2	0

	PC32. Comply with the health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		2	2	0
	Total		**100**	**50**	**50**
RSC/N3412 Perform post latex dipping activities	PC1. Communicate tag for batch marking to the upstream teams	100	23	8	15
	PC2. Communicate supervisor/QC about product quality problems identified while stripping		20	9	11
	PC3. Dispose of waste material safely, as per organizational SOP.		19	8	11
	PC4. Handle the stripped product using hand gloves and other safety equipment.		20	7	13
	PC5. Adhere to all safety norms (such as wearing protective gloves , shoes, safety masks etc).		9	9	0
	PC6. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		9	9	0
	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,		3	3	0

	safe and securely stored				
	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 the appropriate authorities to inspect		6	4	2
	PC9. Respond to the 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 of results of action taken		3	3	0
	PC13. Record adjustments not covered by established procedures for future reference		3	3	0
	PC14. Review effectiveness of action taken		2	2	0
	PC15. Follow reporting procedures where the cause of defect cannot be identified		2	2	0
	Total		**100**	**60**	**40**

	PC1. Identify defects/indicators of problems		7	4	3
	PC2. Identify any wrong practices that may lead to problems		6	3	3
	PC3. Identify practices that may impact the final product quality		6	3	3
	PC4. Identify if the problem has occurred before		5	3	2
	PC5. Identify other operations that might be impacted by the problem		6	4	2
	PC6. Ensure that no delays are caused as a result of failure to escalate problems		5	3	2
	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
RSC/N5004 Carry Out Problem Identification And Escalation	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**