

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR RUBBER INDUSTRY

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack- Finishing and Packaging Operator (Latex)

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Latex

OCCUPATION:Latex Product Manufacturing

REFERENCE ID: RSC/Q3406

ALIGNED TO: NCO-2015/NIL

Brief Job Description: A Finishing and Packaging Operator (Latex) is responsible to undertake activities for the final finishing procedures needed to ship out the product from manufacturing premises.

Personal Attributes: This job requires the individual to be attentive and demonstrate the attributes of a good examiner. A good observer having a focused mindset, he should seek perfection in carrying out final finishing of the product. An individual having aptitude for learning, he should be able to work independently and co-ordinate with other team members effectively.

Job Details	Qualifications Pack Code	RSC/Q3406		
	Job Role	Finishing and Packaging Operator (Latex)		
	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	Finishing and Packaging Operator (Latex)
Role Description	A Finishing and Packaging Operator (Latex) is responsible to undertake activities for the final finishing procedures needed to ship out the product from manufacturing premises.
NSQF level	4
Minimum Educational Qualifications*	Class VIII th Pass
Maximum Educational Qualifications*	
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)	<p>Compulsory:</p> <ol style="list-style-type: none"> RSC/N3413 - Undertake finishing and packaging of latex products RSC/N5001 - Carry out housekeeping in rubber product manufacturing RSC/N5002 - Carry out reporting and documentation RSC/N5003 - Carry out quality checks RSC/N5004 - Carry out problem identification and escalation RSC/N5007 - Carry out health and safety RSC/N5013 - Develop entrepreneurship skills
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills or Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.

National Occupational Standard



Overview

This unit is about carrying out finishing of latex products.

Undertake finishing and packaging of latex products

Unit Code	RSC/N3413
Unit Title (Task)	Undertake finishing and packaging of latex products
Description	This unit is about carrying out finishing of latex products.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Undertake final finishing of the product • Ensure housekeeping and safety in the work area
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Product Finishing	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Comply with statistical quality control procedures</p> <p>PC2. Arrange products in the designated area for final finishing</p> <p>PC3. Carry out the final finishing for products</p> <p>PC4. Place the properly finished products as per the category in the designated area as per First in First out basis</p> <p>PC5. In case of any defect/problem in the product (keep a record of defect detail), keep them in a separate area and inform Supervisor for corrective action</p> <p>PC6. Ensure that QA audit of the products manufactured is done</p> <p>PC7. Get the shelf life procedures and museum product samples preservation done</p> <p>PC8. Check the lot number and coding</p> <p>PC9. Assist in carrying out the pre-shipment procedures</p> <p>PC10. Collect copy of all documents duly signed by QA Manager pertaining to all manufacturing inspection, packing and pre inspection report before the lot release for shipping</p> <p>PC11. Ensure maintenance of product traceability records of the product to be shipped out</p> <p>PC12. Ensure that documents along with lot sample must be kept safely till expiration date of the product.</p>
Housekeeping & Safety	<p>PC13. Adhere to all safety norms (such as wearing protective gloves, masks and shoes).</p> <p>PC14. Comply with health, safety, environment guidelines, regulations etc in accordance with international/national standards or organizational standards (SOP)</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Importance of final finishing of the product.</p> <p>KA2. Organisational Coding system of products</p> <p>KA3. Importance of keeping documents along with lot sample till expiration date of the product.</p> <p>KA4. Material disposal procedure, importance of appropriate disposal of material and implications of not following the material disposal procedure</p> <p>KA5. Quality and damage checks to be done and importance of the same</p> <p>KA6. Importance of identifying non-conforming products.</p> <p>KA7. Risk and impact of not following defined procedures/work instructions</p>

Undertake finishing and packaging of latex products

	<p>KA8. Escalation matrix for reporting identified issues</p> <p>KA9. Types of documentation in organization and importance of the same</p> <p>KA10. Records to be maintained and implications of non-maintenance of the same</p> <p>KA11. Importance of housekeeping and good shop floor practices</p> <p>KA12. Health, Safety and Environment guidelines, legislation and regulations as applicable</p> <p>KA13. Personal protection (Which protective gear to be used and how)</p> <p>KA14. Impact of poor practices on health, safety and environment</p> <p>KA15. Impact of various practices on cost, quality, productivity, delivery and safety</p> <p>KA16. Handover/ Takeover the equipment/ work area as per company's SOP</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Latex rubber products final finishing process</p> <p>KB2. Importance of all documents for product tractability up on complaint or audits</p> <p>KB3. Shelf life procedures and museum product samples preservation</p> <p>KB4. Importance of travel cards for product baskets from production till packing for product identification and traceability</p> <p>KB5. Batch/code marking</p> <p>KB6. Importance of test certificate and MSDS of the products</p> <p>KB7. Basic pre-shipment procedures</p> <p>KB8. Capability / knowledge of processing standards and specifications</p> <p>KB9. Proper handling of latex products</p> <p>KB10. Implications of delays in the final finishing of product.</p> <p>KB11. Cleanliness and safety requirements for finishing of the product.</p> <p>KB12. Units of measurement.</p> <p>KB13. Knowledge of appropriate batch sizes with respect to product.</p> <p>KB14. Importance of record maintenance</p> <p>KB15. Batch/Code marking techniques.</p> <p>KB16. Implications of inappropriate waste disposal.</p>
<p>Skills (S)</p>	
<p>A.Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences, prepare tags and express ideas through written communication</p> <p>SA2. Fill up appropriate forms and activity logs in required format of the company</p> <p>SA3. Perform basic mathematical operations and maintain records in given format</p> <p>Reading Skills</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA5. Read images, graphs, diagrams</p> <p>SA6. Understand the various coding systems as per company norms</p> <p>Oral Communication</p>

Undertake finishing and packaging of latex products

	<p>SA7. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA8. Understand instructional language of the organization</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p>
	<p>Life Skills</p> <p>Integrity</p> <p>SA12. Practice honesty with respect to company property and time</p> <p>SA13. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA14. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust</p> <p>Motivation</p> <p>SA15. Take responsibility for completing one’s own work assignment</p> <p>SA16. Take initiative to enhance/learn skills in ones’s area of work</p> <p>SA17. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one’s learning.</p> <p>SA18. Is open to new ways of doing things</p> <p>SA19. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p> <p>Reliability</p> <p>SA20. Avoid absenteeism</p> <p>SA21. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA22. Work in disciplined lab environment</p> <p>SA23. Be punctual</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues</p> <p>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.</p> <p>SB3. Make changes in cycle time due to improved process.</p> <p>SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management</p> <p>SB5. Consult the peer group and superiors to arrive at a favourable decision.</p> <p>SB6. Use of standard available problem solving techniques for decision making</p> <p>SB7. Review and analyze the process steps to check on system non adherence and non conformity</p> <p>SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making</p>

Undertake finishing and packaging of latex products

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. Select the sample for preservation
SB26. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency
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

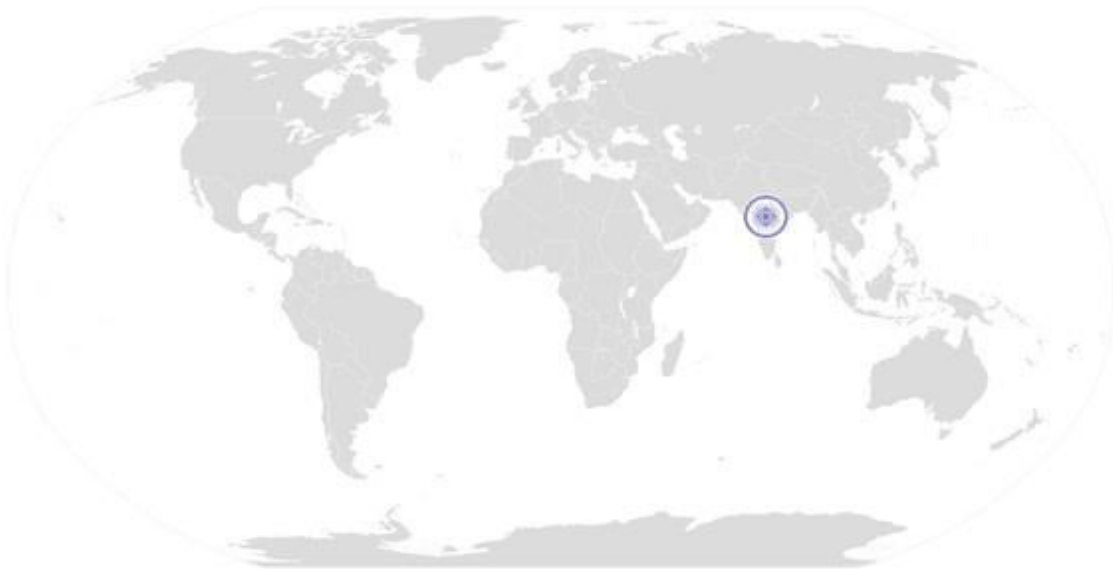
NOS Version Control

NOS Code	RSC/N3413		
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 carrying out housekeeping

Carry out housekeeping in rubber product manufacturing

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	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • 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	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Inspect the area while taking into account various surfaces</p> <p>PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain</p> <p>PC3. Ensure that the cleaning equipment is in proper working condition</p> <p>PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person</p> <p>PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces</p> <p>PC6. Inform the affected people about the cleaning activity</p> <p>PC7. Display the appropriate signage for the work being conducted</p> <p>PC8. Ensure that there is adequate ventilation for the work being carried out</p> <p>PC9. Wear the personal protective equipment required for the cleaning method and materials being used</p>
Operations	<p>PC10. Use the correct cleaning method for the work area, type of soiling and surface</p> <p>PC11. Carry out cleaning activity without disturbing others</p> <p>PC12. Deal with accidental damage, if any, caused while carrying out the work</p> <p>PC13. Report to the appropriate person in case there are any difficulties in carrying out the work</p> <p>PC14. Identify and report if any additional cleaning is required that is outside one's responsibility or skill, to the appropriate person</p>	
Post housekeeping activities	<p>PC15. Ensure that there is no oily substance on the floor to avoid slippage</p> <p>PC16. Ensure that no scrap material is lying around</p> <p>PC17. Maintain and store housekeeping equipment and supplies</p> <p>PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process</p> <p>PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements</p> <p>PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored</p> <p>PC21. Dispose off the waste garnered from the activity in an appropriate manner</p> <p>PC22. Dispose of used and un-used solutions according to manufacturer's</p>	

Carry out housekeeping in rubber product manufacturing

	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	The user/individual on the job needs to know and understand: KB1. The levels of hygiene required by workplace and why it is important to maintain them during your work KB2. How to inspect a work area to decide what cleaning it needs KB3. Methods and materials that used for cleaning variety of surfaces KB4. The types of cleansing agents that are not to be mixed together KB5. The correct method for cleaning equipment and/or machinery used during your work KB6. The importance of personal protective equipment KB7. Appropriate personal protective equipment for the work area, cleaning equipment, tools, materials and chemicals used KB8. The correct sequence for cleaning the work area KB9. The time taken by the treatment to work KB10. The importance of following manufacturer's instructions on cleaning agents KB11. The most appropriate place to carry out test cleans and why this should be done before applying treatments KB12. The importance of applying treatments evenly and the effect of not doing this KB13. Process of cleaning the surfaces without causing injury or damage KB14. The method to check the treated surface and equipment on completion of cleaning KB15. Procedures for reporting any unidentified soiling KB16. Procedures for disposing off waste

Carry out housekeeping in rubber product manufacturing

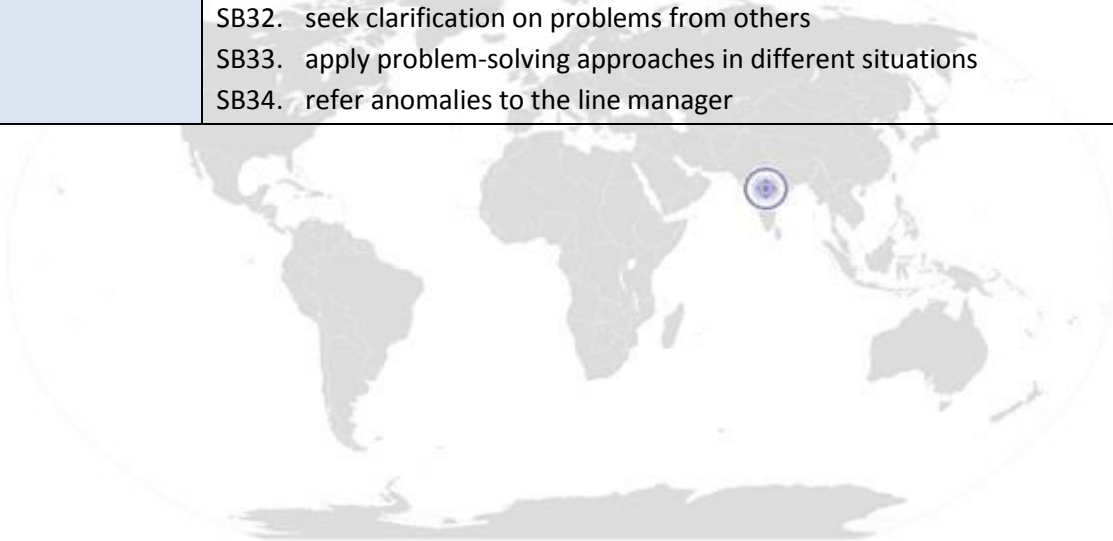
	KB17. Procedures for disposing off or storing personal protective equipment KB18. Escalation procedures for soils or stains that could not be removed
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences 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
	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 one's area of work SA17. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and 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

Carry out housekeeping in rubber product manufacturing

B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues</p> <p>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.</p> <p>SB3. Make changes in cycle time due to improved process.</p> <p>SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management</p> <p>SB5. Consult the peer group and superiors to arrive at a favourable decision.</p> <p>SB6. Use of standard available problem solving techniques for decision making</p> <p>SB7. Review and analyze the process steps to check on system non adherence and non conformity</p> <p>SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making</p> <p>SB9. Take a calculated risk with minimum losses</p>
	Plan and Organize
	<p>SB10. Plan and organize the factors of production to execute the business plan</p> <p>SB11. Fix up tasks and allotment of the same</p> <p>SB12. Assign tasks to suitable persons</p> <p>SB13. Motivate them for better output and time bound completion of tasks</p>
	Customer Centricity
	<p>SB14. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required)</p> <p>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.</p> <p>SB16. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer.</p> <p>SB17. Communicate effectively to the superior/customer for any delay in supplies to the clients.</p> <p>SB18. Work towards fulfilling the customers requirement as per their demand.</p> <p>SB19. In case of any complaint, ensure its timely resolution if the problem is emanating at his level</p> <p>SB20. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer.</p> <p>SB21. Maintain good/cordial relation with customers.</p> <p>SB22. Work on the feedback received from customer regarding the product.</p>
	Problem Solving

Carry out housekeeping in rubber product manufacturing

	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. Minimal wastage using bales to cut rubber pieces of different sizes
SB28. Diagnose common problems in the storage bins, tanks and supply channels	
SB29. Work on possible areas of leakage	
SB30. Work on easy smooth flow of oil/black/silica from bins to mixer	
SB31. Suggest improvements(if any) in process based on experience	
Critical Thinking	
SB32. seek clarification on problems from others	
SB33. apply problem-solving approaches in different situations	
SB34. 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



National Occupational Standard



Overview

This unit is about reporting and documentation

Carry Out 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	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Reporting of data/problem/incidents etc • Documentation • Information Security
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Reporting	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Report data/problems/incidents as applicable in a timely manner</p> <p>PC2. Report to the appropriate authority as laid down by the company</p> <p>PC3. Follow reporting procedures as prescribed by the company</p>
Recording and Documentation	<p>PC4. Identify documentation to be completed relating to one's role</p> <p>PC5. Record details accurately in an appropriate format</p> <p>PC6. Complete all documentation within stipulated time according to company procedure</p> <p>PC7. Ensure that the final document meets with the requirements of the persons who requested for it or make any amendments accordingly</p> <p>PC8. Make sure documents are available to all the appropriate authorities to inspect</p>
Information Security	<p>PC9. Respond to the requests for information in an appropriate manner whilst following organizational procedures</p> <p>PC10. Inform the appropriate authority about the requests for information received</p>
Knowledge and Understanding (K)	
A.Organizational Context (Knowledge of the company / organization and its processes)	<p>KA1. Importance of learning proper procedures and techniques</p> <p>KA2. Implications of not following the organizational requirement for approval for undertaking the specific task</p> <p>KA3. Importance of completing the activities as per the schedule</p> <p>KA4. Implications of not following the defined procedures/work instructions</p> <p>KA5. Importance of team work</p> <p>KA6. Health, Safety and Environment guidelines, legislation and regulations as applicable</p> <p>KA7. Actions to be taken in case of non-conformity to behavioral standards of the organization</p> <p>KA8. Impact of poor practices on the individual's and organization's performance</p> <p>KA9. Importance of optimal utilization of resources</p> <p>KA10. Importance of providing feedback for improvement</p> <p>KA11. Importance of indigenous knowledge for evolving/adopting operation specific practices</p> <p>KA12. Rectification/solution of problems/conflicts for the smooth functioning of the organization</p> <p>KA13. Importance of documentation/reporting as per guidelines and procedures</p> <p>KA14. Knowledge of do's and don'ts (company's HR instructions)</p>

Carry Out Reporting And Documentation

	<p>KA15. Importance of attending trouble shooting KA16. Importance of subject learning/ training KA17. Importance of Product and its application</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different methods of recording information KB2. Various documents that need to be maintained KB3. Company procedure for filling/maintaining up the documents KB4. Procedures for reporting to the appropriate authority KB5. Procedures for recording damage, breakages etc KB6. Reporting incidents where standard operating procedures are not followed KB7. The importance of complete and accurate documentation KB8. How to maintain complete documentation accurately and within agreed 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</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication 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</p> <p>Reading Skills</p> <p>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</p> <p>Oral Communication</p> <p>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</p> <p>Life Skills</p>

Carry Out Reporting And Documentation

	<p>Integrity</p> <p>SA12. Practice honesty with respect to company property and time</p> <p>SA13. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA14. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust</p> <p>Motivation</p> <p>SA15. Take responsibility for completing one’s own work assignment</p> <p>SA16. Take initiative to enhance/learn skills in ones’s area of work</p> <p>SA17. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one’s learning.</p> <p>SA18. Is open to new ways of doing things</p> <p>SA19. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p> <p>Reliability</p> <p>SA20. Avoid absenteeism</p> <p>SA21. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA22. Work in disciplined factory environment</p> <p>SA23. Be punctual</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues</p> <p>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.</p> <p>SB3. Make changes in cycle time due to improved process.</p> <p>SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management</p> <p>SB5. Consult the peer group and superiors to arrive at a favourable decision.</p> <p>SB6. Use of standard available problem solving techniques for decision making</p> <p>SB7. Review and analyze the process steps to check on system non adherence and non conformity</p> <p>SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making</p> <p>SB9. Take a calculated risk with minimum losses</p>
	<p>Plan and Organize</p>
	<p>SB10. Plan and organize the factors of production to execute the business plan</p> <p>SB11. Fix up tasks and allotment of the same</p> <p>SB12. Assign tasks to suitable persons</p> <p>SB13. Motivate them for better output and time bound completion of tasks</p>
	<p>Customer Centricity</p> <p>SB14. Match customer needs/specification by adjusting the processing conditions</p>

Carry Out Reporting And Documentation

	(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. Minimal wastage using bales to cut rubber pieces of different sizes	
SB28. Diagnose common problems in the storage bins, tanks and supply channels	
SB29. Work on possible areas of leakage	
SB30. Work on easy smooth flow of oil/black/silica from bins to mixer	
SB31. Suggest improvements(if any) in process based on experience	
Critical Thinking	
SB32. seek clarification on problems from others	
SB33. apply problem-solving approaches in different situations	
SB34. refer anomalies to the line manager	

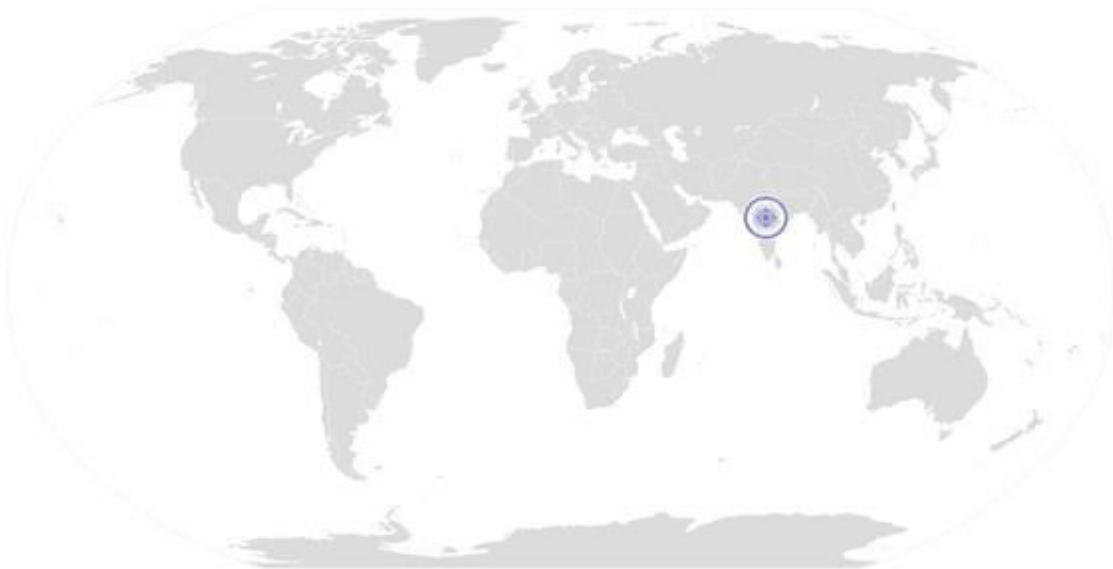
NOS Version Control

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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National Occupational Standard



Overview

This unit is about carrying out quality checks

National Occupational Standard	Unit Code	RSC/N5003
	Unit Title (Task)	Carry out quality checks
	Description	This unit is about carrying out quality control activities
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Carrying out quality checks to identify problems Take corrective actions Reporting the results
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Inspection	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. Evaluate the need for action to ensure that problems do not recur PC7. Suggest corrective action to address the 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 incharge/appropriate authority. PC11. Take up the results of the findings within stipulated time PC12. Maintain record of results of action taken PC13. Ensure to record the 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	

Carry Out Quality Checks

	<p>KA11. Importance of indigenous knowledge for evolving/adopting operation specific practices</p> <p>KA12. Rectification/solution of problems/conflicts for the smooth functioning of the organization</p> <p>KA13. Importance of documentation/reporting as per guidelines and procedures</p> <p>KA14. Knowledge of do's and don'ts (company's HR instructions)</p> <p>KA15. Importance of attending trouble shooting</p> <p>KA16. Importance of subject learning/ training</p> <p>KA17. Importance of Product and its application</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The importance of quality control procedures</p> <p>KB2. Relevance and importance of activities and how they contribute to the achievement of the quality objectives,</p> <p>KB3. Proper procedure for selecting the material/product and performing quality checks without affecting the material</p> <p>KB4. Availability of work instructions, as necessary,</p> <p>KB5. Characteristics of the product/material</p> <p>KB6. Use of suitable equipment</p> <p>KB7. Availability and use of monitoring and measuring devices,</p> <p>KB8. Requirements of records</p> <p>KB9. Importance of maintaining accurate up-to-date records</p> <p>KB10. The need to report within the stipulated time</p> <p>KB11. Implications of inaccurate measuring and testing instruments and equipment</p> <p>KB12. The cost of non-conformance to quality standards</p> <p>KB13. Implications (impact on internal/external customers) of defective products, materials or components</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p> <p>Reading Skills</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p> <p>Oral Communication</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p>

Carry Out Quality Checks

	<p>SA11. Communicate with upstream and downstream teams</p> <p>Life Skills</p> <p>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</p> <p>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.</p> <p>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</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. 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</p> <p>Plan and Organize</p> <p>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</p>

Carry Out Quality Checks

	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.
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	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. Minimal wastage using bales to cut rubber pieces of different sizes
	SB28. Diagnose common problems in the storage bins, tanks and supply channels
	SB29. Work on possible areas of leakage
	SB30. Work on easy smooth flow of oil/black/silica from bins to mixer
	SB31. Suggest improvements(if any) in process based on experience
	Critical Thinking
	SB32. seek clarification on problems from others
	SB33. apply problem-solving approaches in different situations
	SB34. 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	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Identify problems across: <ul style="list-style-type: none"> ○ Raw materials ○ Compounds ○ Product ○ Equipment ○ Others • Identify solutions to problems and take corrective action • Escalation of unresolved identified problems
Performance Criteria(PC) w.r.t. the Scope		
	Element	Performance Criteria
	Problem Identification	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Identify defects/indicators of problems</p> <p>PC2. Identify any wrong practices that may lead to problems</p> <p>PC3. Identify practices that may impact the final product quality</p> <p>PC4. Identify if the problem has occurred before</p> <p>PC5. Identify other operations that might be impacted by the problem</p> <p>PC6. Ensure that no delays are caused as a result of failure to escalate problems</p>
	Necessary Action	<p>PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required)</p> <p>PC8. Consider possible reasons for identification of problems</p> <p>PC9. Consider applicable corrections and formulate corrective action</p> <p>PC10. Formulate action in a timely manner</p> <p>PC11. Communicate problem/remedial action to appropriate parties</p> <p>PC12. Take corrective action in a timely manner</p> <p>PC13. Take corrective action for problems identified according to the company procedures</p> <p>PC14. Report/document problem and corrective action in an appropriate manner</p> <p>PC15. Monitor corrective action</p> <p>PC16. Evaluate implementation of corrective action taken to determine if the problem has been resolved</p> <p>PC17. Ensure that corrective action selected is viable and practical</p> <p>PC18. Ensure that correct solution is identified to an identified problem</p> <p>PC19. Take corrective action for problems identified according to the company procedures</p> <p>PC20. Ensure that no delays are caused as a result of the failure to take necessary action</p>
	Problem Escalation	<p>PC21. Escalate problem as per laid down escalation matrix</p> <p>PC22. Escalate the problem within stipulated time</p> <p>PC23. Escalate the problem in an appropriate manner</p> <p>PC24. Ensure that no delays are caused as a result of failure to escalate problems</p>

Knowledge and Understanding (K)	
A. 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

Carry Out Problem Identification And Escalation

	<p>SB5. Consult the peer group and superiors to arrive at a favourable decision.</p> <p>SB6. Use of standard available problem solving techniques for decision making</p> <p>SB7. Review and analyze the process steps to check on system non adherence and non conformity</p> <p>SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making</p> <p>SB9. Take a calculated risk with minimum losses</p>
	Plan and Organize
	<p>SB10. Plan and organize the factors of production to execute the business plan</p> <p>SB11. Fix up tasks and allotment of the same</p> <p>SB12. Assign tasks to suitable persons</p> <p>SB13. Motivate them for better output and time bound completion of tasks</p>
	Customer Centricity
	<p>SB14. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required)</p> <p>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.</p> <p>SB16. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer.</p> <p>SB17. Communicate effectively to the superior/customer for any delay in supplies to the clients.</p> <p>SB18. Work towards fulfilling the customers requirement as per their demand.</p> <p>SB19. In case of any complaint, ensure its timely resolution if the problem is emanating at his level</p> <p>SB20. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer.</p> <p>SB21. Maintain good/cordial relation with customers.</p> <p>SB22. Work on the feedback received from customer regarding the product.</p>
	Problem Solving
	<p>SB23. Interpret quality for sheet</p> <p>SB24. Suggest improvements(if any) in process/product/materials based on results and experience</p>
	Analytical Thinking
	<p>SB25. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency</p> <p>SB26. Diagnose common problems in the machine based on visual inspection, sound, etc</p> <p>SB27. Minimal wastage using bales to cut rubber pieces of different sizes</p> <p>SB28. Diagnose common problems in the storage bins, tanks and supply channels</p>

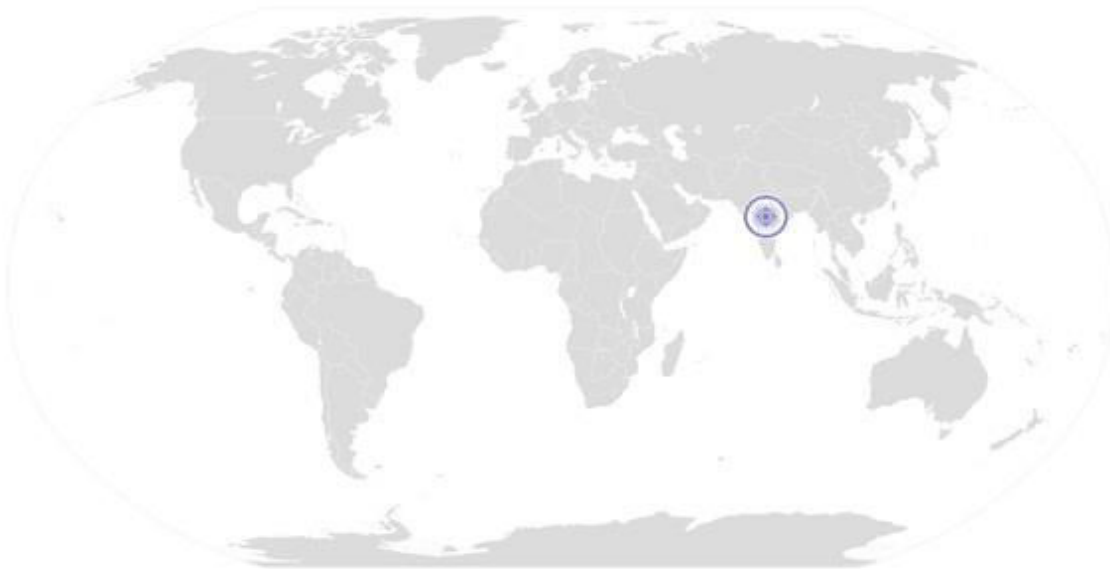
Carry Out Problem Identification And Escalation

	SB29. Work on possible areas of leakage
	SB30. Work on easy smooth flow of oil/black/silica from bins to mixer
	SB31. Suggest improvements(if any) in process based on experience
Critical Thinking	
	SB32. seek clarification on problems from others
	SB33. apply problem-solving approaches in different situations
	SB34. refer anomalies to the line manager



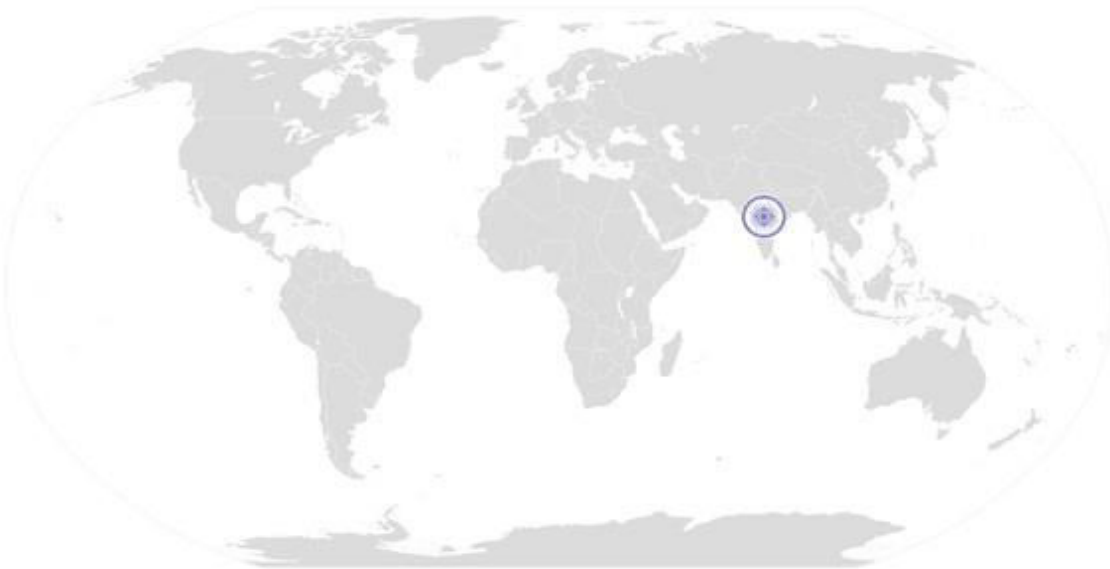
NOS Version Control

NOS Code	RSC/N5004		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	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 maintaining health and safety of self and others at workplace.

Unit Code	RSC/N5007
Unit Title (Task)	Carry out health and safety
Description	This unit is about maintaining health and safety of self and others at workplace.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Maintain a clean and efficient workplace • Render appropriate emergency procedures • Maintain standard safety procedures at the workplace • Participate in safety awareness campaigns • Understand potential sources of accidents • Use safety gears to avoid accidents
Performance Criteria (PC)	
Maintain a clean and efficient workplace	<p>To be competent, the individual on the job must be able to:</p> <p>PC1. Undertake basic safety checks before operation of all machinery and equipment and report hazards to the appropriate supervisor</p> <p>PC2. 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.</p> <p>PC3. Read and understand the hazards of use and contamination mentioned on the labels of chemicals, utilities etc</p> <p>PC4. Assess the risk prior to performing manual handling jobs and work is carried out according to currently recommended safe practices.</p> <p>PC5. Use equipment and materials safely and correctly and return the same to designated storage when not in use</p> <p>PC6. Dispose off waste safely and correctly in a designated area</p> <p>PC7. Recognize the risk to bystanders and take action to reduce risk associated with jobs in the workplace</p> <p>PC8. Perform work in a manner which minimizes environmental damage</p> <p>PC9. Monitor closely all procedures and work instructions for controlling risk</p> <p>PC10. Report any accidents, incidents or problems without delay to an appropriate person and take immediate necessary action to reduce further danger.</p>
Render appropriate emergency procedures	<p>PC11. Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency.</p> <p>PC12. Follow emergency procedures as per company standards and workplace requirements.</p> <p>PC13. Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements.</p> <p>PC14. Provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques.</p> <p>PC15. Recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate</p>

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

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

	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



National Occupational Standard



Overview

This unit is about skill of entrepreneurship.

Develop entrepreneurship skills

National Occupational Standard	Unit Code	RSC/N5013
	Unit Title (Task)	Develop Entrepreneurship Skills
	Description	This unit is about entrepreneurship.
	Scope	<p>This unit/task covers the following tasks:</p> <ul style="list-style-type: none"> • Identification of business opportunity • Sustain existing business and make continual improvement • Organizing/Directing the factors of production (productivity) • Undertaking risk and initiative • Innovation and be a role model • Keep watch and improve on quality, cost, safety, delivery and moral • Documentation
	Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria	
Business opportunity	<p>To be competent, the individual on the job must be able to know and understand :</p> <p>PC1. Awareness to identify profitable business opportunity (Opportunity can be in the form of new material in use, new process, new technology, new market etc)</p> <p>PC2. Maintain the confidentiality till the completion of working on the idea</p> <p>PC3. Discuss the opportunity (with trusted ones) to evaluate its feasibility</p> <p>PC4. Arrange/organize related documents/information</p>	
Sustain existing business	<p>PC5. Monitor the development at competitors' end</p> <p>PC6. Sustain existing business and make continual improvements</p> <p>PC7. Evaluate possibilities of process simplification , combining process steps(wherever applicable), reducing manpower dependency</p> <p>PC8. Acquire new information for optimal allocation of resources before others to gain profit</p>	
Factors of Production	<p>PC9. Understanding the requirement of different factors of production: land, labour and capital</p> <p>PC10. Acquire and deploy necessary resources for exploitation of identified business opportunity</p> <p>PC11. Develop a business plan</p> <p>PC12. Acquire financial and material resources</p> <p>PC13. Organize to hire experienced and efficient human resource</p> <p>PC14. Arrange for best factory set up</p> <p>PC15. Raise capital from different sources keeping the interest cost at minimum</p> <p>PC16. Arrange for purchase, effective utilization and management of the resources</p>	

Develop entrepreneurship skills

Risk and initiative	PC17. Assume risk and deal with uncertainty PC18. Take initiative to start something new (process, product etc.)
Innovation	PC19. Convert new idea into successful innovation PC20. Replace whole or in part inferior offerings creating new products/business model PC21. Develop new combinations of existing inputs
Bring in Improvement	PC22. Work competitively towards reduction of cost through efficiency, improvement in quality, bring in new product/features of product Acquire semi or fully automatic units for improved productivity
Documentation	PC23. Collection and recording of all information PC24. Compilation, analysis and documentation PC25. Correspondence with vendors, clients, govt. agencies and public PC26. Document notifications/letters from Government agencies and management
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. Efficient organization and management of factors of production KA2. Planning and organizing activities through administrative and financial management KA3. Analyzing shortfall/achievement for further improvement KA4. Importance of maintaining confidentiality of new business plan KA5. Documentation for self-awareness and publication KA6. Procedures for presenting/discussing new business opportunity KA7. Procedures for approval of new plan
A. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Cost-benefit analysis of the business opportunity KB2. Finance management procedures KB3. Environmental issues and quality standards KB4. Taking advantage of market opportunities by planning, organizing and deploying resources KB5. Human resource management KB6. Data collection, analysis and documentation KB7. Computer application- data processing, report typing etc. KB8. Importance of patent and copyright KB9. Latest technology in use to gather information KB10. Implications of delay in working on identified business opportunity KB11. Effect of disclosing innovations without following set procedures
Skills (S)	
A. Core	Writing Skills

Develop entrepreneurship skills

Skills/ Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. Express ideas clearly through written document SA2. Prepare letters, mails and other documents for communication SA3. Prepare proposals and feedback to higher authorities SA4. Correspond with other institutions/department SA5. Report writing, organizing data and information using computer applications
	Reading Skills
	SA6. Read and understand the contents published in scientific journals, manuals, newspaper and other publications SA7. Read, understand and interpret various rules, schemes etc. SA8. Read and understand images, graphs, charts, diagrams etc. SA9. Read and understand articles and interpret
	Oral Communication
	SA10. Gather information using contacts SA11. Express statements, opinions or information clearly so that the receiver can hear and understand SA12. Respond appropriately to queries SA13. Communicate effectively to team members and people contacted
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Arrive at proper decisions according to different situations SB2. Take forward selected ideas and reject others SB3. Optimally allocate resources SB4. Chart out the process flow to take the identified ideas forward
	Plan and Organize
	SB5. Plan and organize the factors of production to execute the business plan SB6. Fix up tasks and allotment of the same SB7. Assign tasks to suitable persons SB8. Motivate them for better output and time bound completion of tasks
	Customer Centricity
	SB9. Correspond effectively with clients relating to product feedback and for communicating/collecting any other information.
Problem Solving	

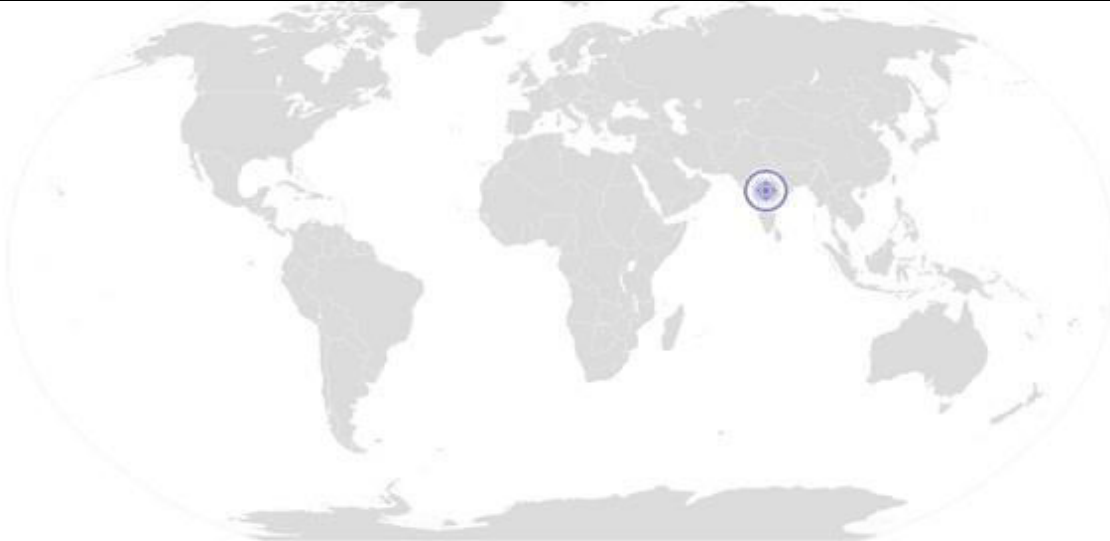
Develop entrepreneurship skills

	SB10. Solve problems related to equipment and supply of inputs SB11. Solve problems among colleagues SB12. Diagnose problems and resolve at initial stage itself
	Analytical Thinking
	SB13. Suggest improvement over the existing systems SB14. Analyze the feasibility of opportunities SB15. Perform cost-benefit analysis
	Critical Thinking
	SB16. Take appropriate action/seek expert opinion to overcome critical situations



NOS Version Control

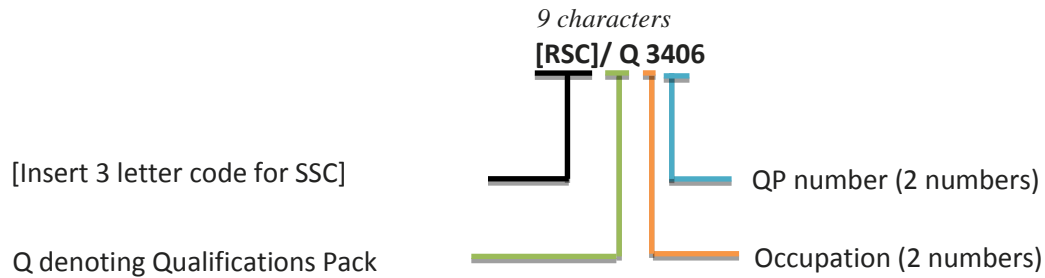
NOS Code	RSC/N5013		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Latex	Last reviewed on	25/10/2017
Occupation	Latex Product Manufacturing	Next review date	25/10/2021



Annexure

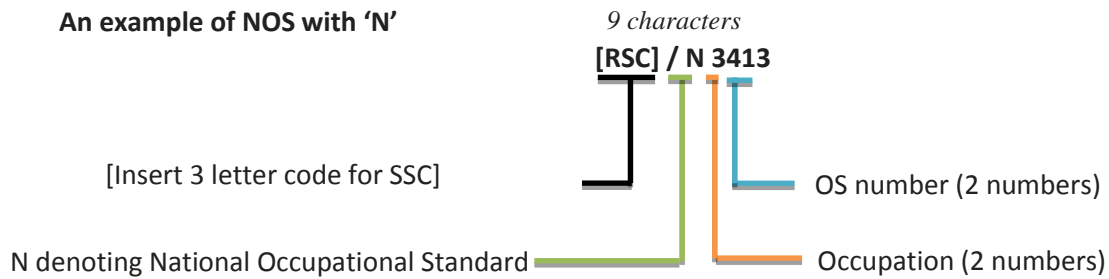
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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 QP or NOS	N
Next two numbers	Occupation code	34
Next two numbers	OS number	13

Criteria For Assessment Of Trainees

Job Role: Finishing and Packaging Operator (Latex)

Qualification Pack Code: RSC/Q3406

Sector Skill Council: Rubber Skill Development Council

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation	
Total Marks: 700					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
RSC/N3413 Undertake finishing and packaging of latex products	PC1. Comply with statistical quality control procedures	100	10	3	7
	PC2. Arrange products in the designated area for final finishing		6	0	6
	PC3. Carry out the final finishing for products		17	6	11
	PC4. Place the properly finished products as per the category in the designated area as per First in First out basis		6	0	6
	PC5. In case of any defect/problem in the product (keep a record of defect detail), keep them in a separate area and inform Supervisor for corrective action		9	3	6
	PC6. Ensure that QA audit of the products manufactured is done		2	2	0
	PC7. Get the shelf life procedures and museum product samples preservation done		7	3	4
	PC8. Check the lot number and coding		11	4	7
	PC9. Assist in carrying out the pre-shipment procedures		3	3	0
	PC10. Collect copy of all documents duly signed by QA Manager pertaining to all manufacturing inspection, packing and pre inspection report before the lot release for shipping		4	4	0
	PC11. Ensure maintenance of product traceability records of the product to be shipped out		12	4	8
	PC12. Ensure that documents along with lot sample must be kept safely till expiration date of the product.		3	3	0
	PC13. Adhere to all safety norms (such as wearing protective		8	3	5

	gloves, masks and shoes).				
	PC14. Comply with health, safety, environment guidelines, regulations etc in accordance with international/national standards or organizational standards (SOP)		2	2	0
	Total		100	40	60
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 incase there are any difficulties in carrying out the work	3	3	0	
	PC14. Identify and report any additional cleaning is required that is outside one's responsibility or skill ,to the appropriate person	3	3	0	
	PC15. Ensure that there is no oily substance on the floor to avoid slippage	9	3	6	
	PC16. Ensure that no scrap material is lying around	9	3	6	
	PC17. Maintain and store housekeeping equipment and supplies	3	3	0	
	PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process	3	3	0	
	PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements	8	2	6	
	PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored	3	3	0	
	PC21. Dispose off 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 in 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 for 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 about the 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		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. Evaluate the need for action to ensure that problems do not recur		6	4	2
	PC7. Suggest corrective action to address the 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. Maintain record of results of action taken		3	3	0
	PC13. Ensure to record the adjustments not covered by established procedures for future reference		3	3	0
	PC14. Review effectiveness of action taken		2	2	0
	PC15. Follow reporting procedures where the cause of defect cannot be identified		2	2	0
	Total		100	60	40
RSC/N5004 Carry Out Problem Identification And Escalation	PC1. Identify defects/indicators of problems	100	7	4	3
	PC2. Identify any wrong practices that may lead to problems		6	3	3
	PC3. Identify practices that may impact the final product quality		6	3	3
	PC4. Identify if the problem has occurred before		5	3	2
	PC5. Identify other operations that might be impacted by the problem		6	4	2
	PC6. Ensure that no delays are caused as a result of failure to escalate problems		5	3	2
	PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required)		8	5	3
	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 the 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	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
	100			

	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
	PC19. 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
	PC20. Ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure		0	0	0
	PC21. Keep the workplace organized, swept, clean and hazard free		8	5	3
	PC22. Attend fire drills and other safety related workshops organized at the workplace		4	2	2
	PC23. Be aware of first aid, evacuation and emergency procedures		4	2	2
	PC24. Be alert of any events and do not be negligent to any safety procedures to be followed		0	0	0
	PC25. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment		4	2	2
	PC26. Use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace)		4	2	2
	PC27. Handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders		0	0	0
	Total		100	60	40
RSC/N5013 Develop Entrepreneurs hip Skills	PC1. Importance of being aware to identify profitable business opportunity (Opportunity can be in the form of new material in use, new process, new technology, new market etc)	100	2	2	0
	PC2. Maintain the confidentiality till the completion of working on the idea		3	2	1
	PC3. Discuss the opportunity (with trusted ones) to evaluate its feasibility		5	3	2
	PC4. Arrange/organize related documents/information		4	3	1
	PC5. Monitor the development at competitors' end		2	2	0
	PC6. Sustain existing business and make continual improvements		4	2	2
	PC7. Evaluate possibilities of process simplification, combining process steps (wherever applicable), reducing manpower dependency		4	2	2
	PC8. Acquire new information for optimal allocation of resources before others to gain profit		4	2	2
	PC9. Understanding the requirement of different factors of production: land, labour and capital		5	3	2
	PC10. Acquire and deploy necessary resources for exploitation of identified business opportunity		5	3	2
	PC11. Develop a business plan		5	3	2
	PC12. Acquire financial and material resources		5	3	2
	PC13. Organize to hire experienced and efficient human resource		4	2	2

PC14.Arrange for best factory set up	4	2	2
PC15.Raise capital from different sources keeping the interest cost at minimum	4	2	2
PC16.Arrange for purchase, effective utilization and management of the resources	4	2	2
PC17.Assume risk and deal with uncertainty	2	0	2
PC18.Take initiative to start something new (process, product etc.)	2	0	2
PC19.Convert new idea into successful innovation	2	0	2
PC20.Replace whole or in part inferior offerings creating new products/business model	4	2	2
PC21.Develop new combinations of existing inputs	4	2	2
PC22.To be more competitive work towards cost reduction through efficiency, improvement in quality, bring in new product/features of product	5	3	2
PC23.Acquire semi or fully automatic units for improved productivity	5	3	2
PC24.Collection and recording of all information	3	3	0
PC25.Compilation, analysis and documentation	3	3	0
PC26.Correspondence with vendors, clients, govt. agencies and public	3	3	0
PC27.Document notifications/letters from Government agencies and management	3	3	0
Total	100	60	40