

## 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- Refining Operator

**SECTOR:** RUBBER INDUSTRY

**SUB-SECTOR:** 1. Tyre 2.Non-tyre

**OCCUPATION:** Reclaim Rubber

**REFERENCE ID:** RSC/ Q 2105

**ALIGNED TO:** NCO – 2004/Nil

**Brief Job Description:** A Refining Operator is responsible to refine the prepared sheet to produce reclaim product.

**Personal Attributes:** This job requires the individual to be attentive and focused. He must be able to work independently and in coordination with other workers. He is required to be methodological in performing refining activities. He should work carefully with material which requires special handling and safe environment around the work area.

Job Details	Qualifications Pack Code	RSC/ Q 2105		
	Job Role	Refining Operator		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Rubber Manufacturing	Drafted on	14/05/15
	Sub-sector	Tyre and Non- tyre	Last reviewed on	14/05/15
	Occupation	Reclaim Rubber	Next review date	14/05/16
	NSQC Cleanance on	20/07/2015		

Job Role	Refining Operator
Role Description	A Refining Operator is responsible to refine the prepared sheet to produce reclaim product.
NSQF level	4
Minimum Educational Qualifications*	Class X
Maximum Educational Qualifications*	ITI/Graduate in Science
Training (Suggested but not mandatory)	Training on operation of Refiner
Minimum Job Entry Age	18 years
Experience	Worked as a semi-skilled helper for 3-6 months in the same role
Applicable National Occupational Standards (NOS)	<b>Compulsory:</b> <ol style="list-style-type: none"> <li>RSC/ N 2111 (<a href="#">Prepare machine, tools, equipment and material</a>)</li> <li>RSC/ N 2112 (<a href="#">Undertake refining operation</a>)</li> <li>RSC/ N 2113 (<a href="#">Perform post-refining activities</a>)</li> <li>RSC/ N 5001 (<a href="#">To carry out housekeeping</a>)</li> <li>RSC/ N 5002 (<a href="#">To carry out reporting and documentation</a>)</li> <li>RSC/ N 5003 (<a href="#">To carry out quality checks</a>)</li> <li>RSC/ N 5004 (<a href="#">To carry out problem identification and escalation</a>)</li> </ol> <b>Optional:</b> <ol style="list-style-type: none"> <li>NA</li> </ol>
Performance Criteria	As described in the relevant OS units

*Qualifications Pack For Refining Operator*

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
OS	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard , which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills or Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS , these include communication related skills that are applicable to most job roles.

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# National Occupational Standard



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## Overview

This unit is about preparing the refiner mill, tools, equipment and material for carrying out refining operation.

## Prepare Machine, Tools, Equipment and Material

<b>Unit Code</b>	<b>RSC / N 2111</b>
<b>Unit Title (Task)</b>	<b>Prepare machine, tools, equipment and material</b>
<b>Description</b>	This unit is about preparing the refiner mill, tools, equipment and material for carrying out refining operation.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Equipment readiness</li> <li>• Raw material appropriateness</li> <li>• Health &amp; Safety</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Equipment readiness</b>	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Check the cleanliness and functioning of the refiner            PC2. Prepare the tools and equipments required for undertaking refining operation            PC3. Set parameters for the machine (cycle time, temperature etc) as per company's</p>
<b>Raw material appropriateness</b>	<p>PC1. Check the material and ensure that it confirm to the requirement.            PC2. Ensure the availability of material for the required refining operation as per specification</p>
<b>Health &amp; Safety</b>	<p>PC3. Precaution against putting Finger / Hand inside the machine/usage of safety break fitted on the machine            PC4. Adhere to all safety norms (such as wearing protective gloves, mask and safety shoes).            PC5. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Implications of poorly prepared machine and equipments.            KA2. Importance of identifying non-conforming materials and their storage.            KA3. Risk and impact of not following defined procedures/work instructions.            KA4. Escalation matrix for reporting identified problems            KA5. Types of documentation in organization and importance of the same            KA6. Records to be maintained and the implications of their non-maintenance.            KA7. Importance of housekeeping activities.            KA8. Health, safety and environment guidelines, legislation and regulations as</p>

## Prepare Machine, Tools, Equipment and Material

	<p>applicable.</p> <p>KA9. Personal protection (which protective equipment to be used and how).</p> <p>KA10. Impact of poor practices on health, safety and environment.</p> <p>KA11. Potential hazards and actions to minimize them.</p> <p>KA12. The escalation matrix and procedures for reporting hazards.</p> <p>KA13. Importance of FIFO and good shop floor practices (for example, 5S).</p> <p>KA14. Impact of various practices on cost, quality, productivity, delivery and safety.</p> <p>KA15. Handover/Takeover of the equipment/work area as per the organizational SOP.</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Functioning of refiner mill and its maintenance</p> <p>KB2. Proper handling of sheets</p> <p>KB3. Various abnormalities and suitable response for abnormalities in equipment performance.</p> <p>KB4. Implications of delays in the preparation process.</p> <p>KB5. Types of defects leading to rejections and their indicators, reasons and possible solutions.</p> <p>KB6. Cleanliness and safety requirements for commencing refining operation</p> <p>KB7. Units of measurement.</p> <p>KB8. Response to emergencies, for example, power failures, fire, system failures, spillages and manual intervention to avoid disasters.</p> <p>KB9. Basic arithmetic</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></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 activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc and prepare tags</p> <p>SA4. Perform basic mathematical operations</p> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p>

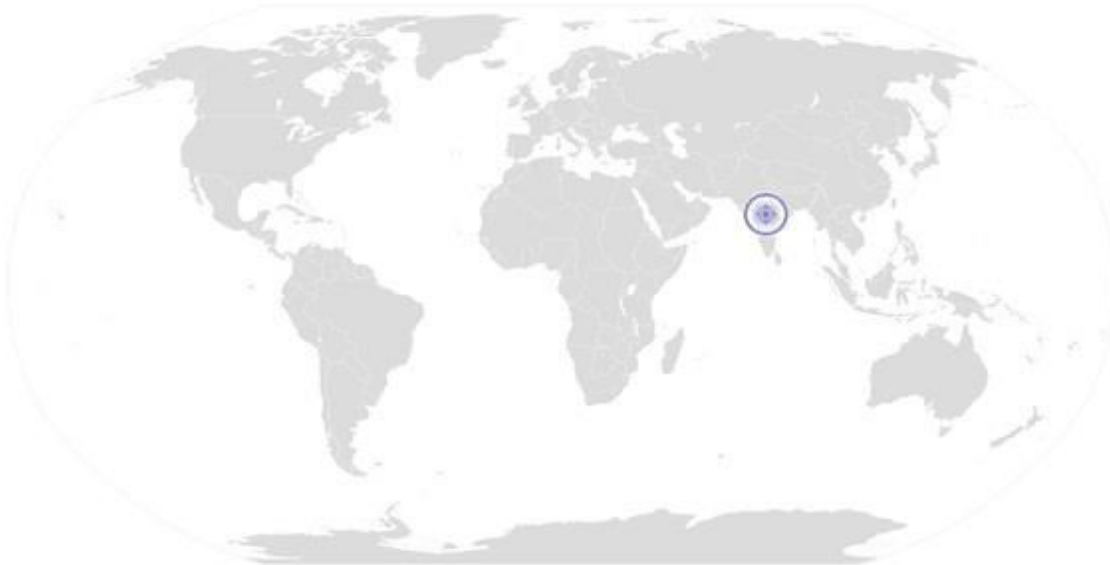
**Prepare Machine, Tools, Equipment and Material**

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support the small group activities</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take appropriate decisions regarding processing steps in view of changing quality and availability of raw materials and finished goods.</p>
	<b>Plan and Organize</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. seek clarification on problems from others</p> <p>SB3. apply problem-solving approaches in different situations</p> <p>SB4. refer anomalies to the line manager</p>
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB 5. Interpret quality for sheet</p> <p>SB 6 . Suggest improvements(if any) in process/product/materials based on results and experience</p>
	<b>Analytical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Proper collection of waste material</p> <p>SB8. Identify defects in the material and communicate it at the earliest and suggest improvements(if any) in process/material based on experience</p>
<b>Critical Thinking</b>	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Handle equipment/rubber sheet</p> <p>SB6. seek clarification on problems from others</p> <p>SB10. apply problem-solving approaches in different situations</p> <p>SB11. refer anomalies to the line manager</p>	



## NOS Version Control

<b>NOS Code</b>	RSC / N 2111		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Rubber Manufacturing	<b>Drafted on</b>	14/05/15
<b>Industry Sub-sector</b>	Tyre and NonTyre	<b>Last reviewed on</b>	14/05/15
<b>Occupation</b>	Reclaim Rubber	<b>Next review date</b>	14/05/16



# National Occupational Standard



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## Overview

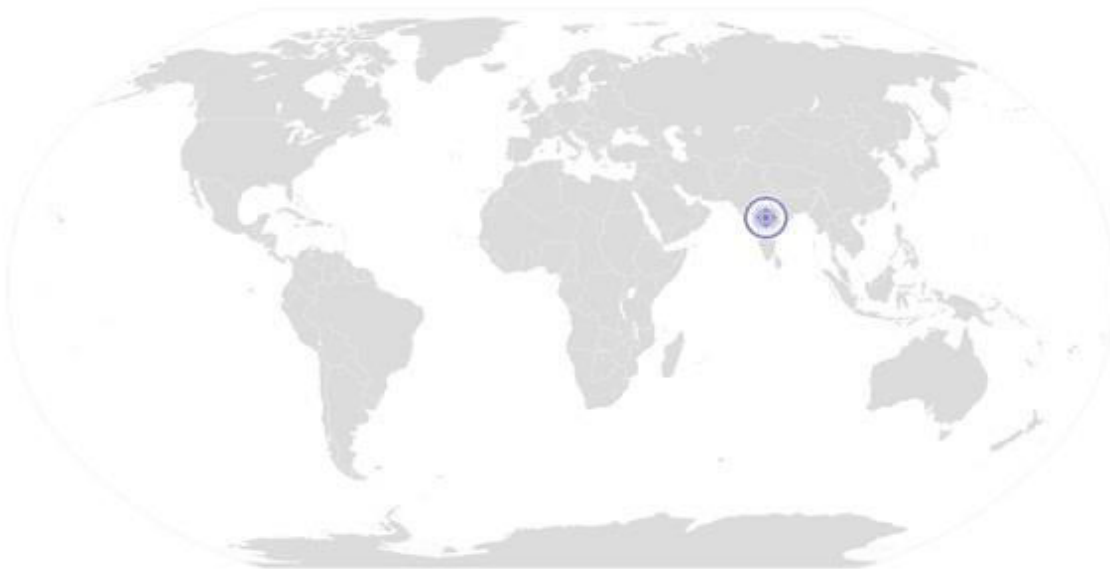
This unit about undertaking refining operation.

<b>Unit Code</b>	<b>RSC / N 2112</b>
<b>Unit Title (Task)</b>	<b>Undertake Refining Operation</b>
<b>Description</b>	This unit is about undertaking cracking operation.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Raw material appropriateness</li> <li>• Operation</li> <li>• Health &amp; Safety</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Raw material appropriateness</b>	<p>To be competent, the user/individual on the job must be able to :</p> <p>PC1. Handle the material properly to avoid contamination</p>
<b>Operation</b>	<p>PC1. Check that the devulcanized rubber from the autoclave process runs smoothly through the sieve.</p> <p>PC2. Start the Refiner mill as per start up instructions and feed the strained material for refining to get final sheets</p> <p>PC3. Roll the fine sheets on wind up drum and build up required thickness</p> <p>PC4. Ensure that the thickness of final sheet as per the specification</p> <p>PC5. Cut and remove the sheet from the winding drum and place on the cutting table.</p> <p>PC6. Apply china clay powder for dusting and cut the sheet to required sizes and stack the sheets on the MS pallets.</p> <p>PC7. Weigh the pallets and record in production report</p>
<b>Health &amp; Safety</b>	<p>PC8. Ensure the use of certified equipments for lifting material</p> <p>PC9. Get first aid ready in case of any injury, cut or sprain while lifting the material</p> <p>PC10. Adhere to all safety norms (such as wearing protective gloves, masks and shoes)</p> <p>PC11. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.</p>
<b>Knowledge and Understanding (K)</b>	

<p><b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Proper refining of material and its importance. KA2. Implications of poorly prepared material. 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 and good shop floor practices 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.</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Refining operations and equipments in use. KB2. Proper use of china clay powder KB3. Impact of improper refining KB4. Knowledge of using weighing machines KB5. Identification of different categories of rubber sheets KB6. Cleanliness and safety requirements for refining operation. KB7. The process and importance of quality checks. KB8. Potential problems in refining operation KB9. Units of measurement. KB10. Response to emergencies, for example, power failures, fire, system failures and manual intervention to avoid disasters. KB11. Proper cutting and winding of sheets KB12. Disposal of the left over material.</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p>

	SA2. Fill up appropriate technical forms , activity logs in required format of the company
	SA3. Write simple letters, mails, etc
	SA4. Perform basic mathematical operations
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to:
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	SA6. Read images, graphs, diagrams
	SA7. Understand the various coding systems as per company norms
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to:
	SA8. Express statements, opinions or information clearly so that others can hear and understand
	SA9. Respond appropriately to any queries
<b>B. Professional Skills</b>	SA10. Communicate with supervisor
	SA11. Communicate with upstream and downstream teams
	SA12. Work in a team and other behavioral skills required to support the small group activities
	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions regarding processing steps in view of changing quality and availability of raw materials and finished goods.
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to:
	SB2. seek clarification on problems from others
	SB3. apply problem-solving approaches in different situations
SB4. refer anomalies to the line manager	
<b>Customer Centricity</b>	
NA	
<b>Problem Solving</b>	
The user/individual on the job needs to know and understand how to:	
SB 5. Interpret quality for sheet	
SB 6 . Suggest improvements(if any) in process/product/materials based on results and experience	

	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB7. Proper collection of waste material SB8. Identify defects in the material and communicate it at the earliest and suggest improvements(if any) in process/material based on experience
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB9. Handle equipment/rubber sheet SB6. seek clarification on problems from others SB10. apply problem-solving approaches in different situations SB11. refer anomalies to the line manager



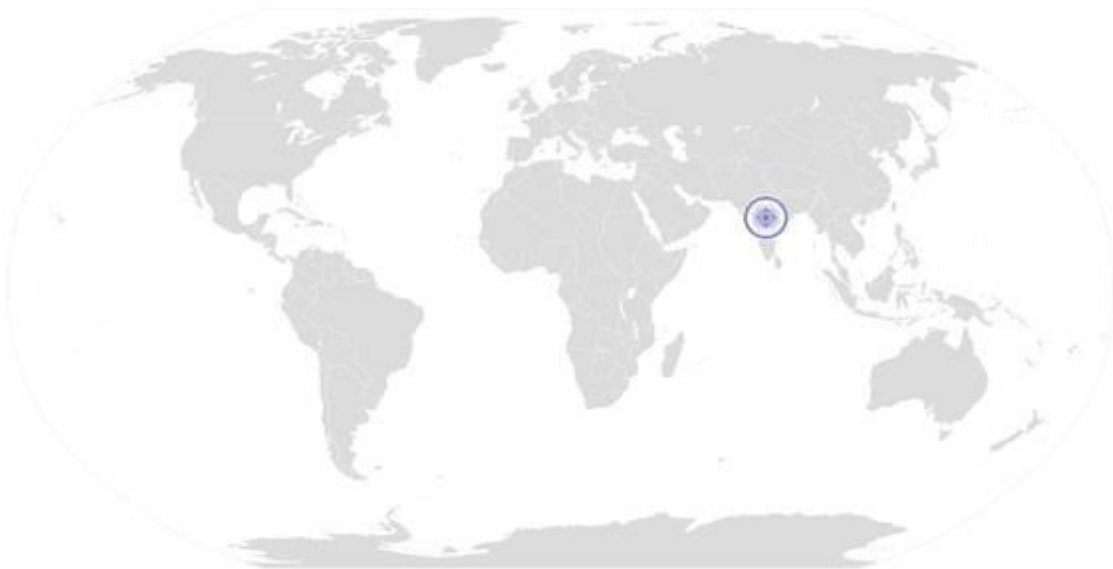
## NOS Version Control

<b>NOS Code</b>	RSC / N 2112		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Rubber Manufacturing</b>	<b>Drafted on</b>	<b>14/05/15</b>
<b>Industry Sub-sector</b>	<b>Tyre and Non-Tyre</b>	<b>Last reviewed on</b>	<b>14/05/15</b>
<b>Occupation</b>	<b>Reclaim Rubber</b>	<b>Next review date</b>	<b>14/05/16</b>



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# National Occupational Standard



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## Overview

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



<b>Unit Code</b>	<b>RSC / N 2113</b>
<b>Unit Title (Task)</b>	<b>Perform post-refining activities</b>
<b>Description</b>	This unit is about the activities carried out after the refining operation is completed
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Operation</li> <li>• Material disposal</li> <li>• Batch Marking</li> <li>• Sampling</li> <li>• Health &amp; Safety</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Operation</b>	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Ensure that the storage space is ready as per the requirement .</p> <p>PC2. Store the prepared material appropriately.</p> <p>PC3. Draw sample for lab testing and release</p> <p>PC4. Keep proper record of the refined material</p>
<b>Material disposal</b>	PC5. Dispose of waste material safely, as per organizational SOP.
<b>Batch Marking</b>	PC6. Ensure identification and traceability by batch marking/coding for the right product as per the instructions laid down by the company (in terms of batch number, weight and date stamp).
<b>Sampling</b>	PC7. Send sample of the prepared material in the specified sample size and method as directed by the company
<b>Health &amp; Safety</b>	<p>PC8. Handle the prepared material using hand gloves and other safety equipment.</p> <p>PC9. Adhere to all safety norms (such as wearing protective gloves , shoes, safety masks etc).</p> <p>PC10. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Implications of poorly prepared material.</p>

<p>(Knowledge of the company / organization and its processes)</p>	<p>KA2. Significance of 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 &amp; good shopfloor practices (eg. 3S &amp; 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.</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Methods for off loading refined material. KB2. Proper storage of refined material. KB3. Process and importance of quality checks. KB4. Proper use of china clay powder KB5. Batch marking techniques. KB6. Implications of incorrect batch marking. KB7. Implications of inappropriate waste disposal. KB8. Types of defects leading to rejections and their indicators, reasons and possible solutions. KB9. Units of measurement. KB10. Coding systems for identification and traceability. KB11. Knowledge of weighing scales. KB12. Knowledge of the storage life of prepared material, ambient temperature and its effect on final product.</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></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 and prepare tags SA4. Perform basic mathematical operations</p> <p><b>Reading Skills</b></p>

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
	<p><b>Oral Communication (Listening and Speaking skills)</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support the small group activities</p>
<b>C. Professional Skills</b>	<p><b>Decision Making</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take appropriate decisions regarding processing steps in view of changing quality and availability of raw materials and finished goods.</p>
	<p><b>Plan and Organize</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. seek clarification on problems from others</p> <p>SB3. apply problem-solving approaches in different situations</p> <p>SB4. refer anomalies to the line manager</p>
	<p><b>Customer Centricity</b></p>
	<p>NA</p>
	<p><b>Problem Solving</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB 5. Interpret quality for sheet</p> <p>SB 6 . Suggest improvements(if any) in process/product/materials based on results and experience</p>
<p><b>Analytical Thinking</b></p>	
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Proper collection of waste material</p> <p>SB8. Identify defects in the material and communicate it at the earliest and suggest improvements(if any) in process/material based on experience</p>

	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB9. Handle equipment/rubber sheet SB6. seek clarification on problems from others SB10. apply problem-solving approaches in different situations SB11. refer anomalies to the line manager



<b>NOS Code</b>	<b>RSC / N 2113</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Rubber Manufacturing</b>	<b>Drafted on</b>	<b>14/05/15</b>
<b>Industry Sub-sector</b>	<b>Tyre and Non-Tyre</b>	<b>Last reviewed on</b>	<b>14/05/15</b>
<b>Occupation</b>	<b>Reclaim Rubber</b>	<b>Next review date</b>	<b>14/05/16</b>



# National Occupational Standard



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## Overview

This unit is about carrying out housekeeping

<b>Unit Code</b>	<b>RSC / N 5001</b>
<b>Unit Title (Task)</b>	<b>To carry out housekeeping</b>
<b>Description</b>	This unit is about carrying out housekeeping activities
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Pre housekeeping activities</li> <li>• Operations</li> <li>• Post housekeeping activities</li> <li>• Genral</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Pre housekeeping activities</b>	<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>
<b>Operations</b>	<p>PC10. Use the correct cleaning method for the work area, type of soiling and surface</p> <p>PC11. Carry out cleaning activity without disturbing others</p> <p>PC12. Deal with accidental damage, if any, caused while carrying out the work</p> <p>PC13. Report to the appropriate person any difficulties in carrying out your work</p> <p>PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill</p>
<b>Post housekeeping activities</b>	<p>PC15. Ensure that there is no oily substance on the floor to avoid slippage</p> <p>PC16. Ensure that no scrap material is lying around</p>

	<p>PC17. Maintain and store housekeeping equipment and supplies</p> <p>PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process</p> <p>PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements</p> <p>PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored</p> <p>PC21. Dispose the waste garnered from the activity in an appropriate manner</p> <p>PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly</p>
<p><b>General</b></p>	<p>PC23. Maintain schedules and records for housekeeping duty</p> <p>PC24. Replenish any necessary supplies or consumables</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The levels of hygiene required by workplace and why it is important to maintain them during your work</p> <p>KB2. How to inspect a work area to decide what cleaning it needs</p> <p>KB3. Methods and materials that used for cleaning variety of surfaces</p> <p>KB4. The types of cleansing agents that are not to be mixed together</p> <p>KB5. The correct method for cleaning equipment and/or machinery used during your work</p> <p>KB6. The importance of personal protective equipment</p> <p>KB7. Appropriate personal protective equipment for the work area, cleaning equipment, tools, materials and chemicals used</p> <p>KB8. The correct sequence for cleaning the work area</p> <p>KB9. The time taken by the treatment to work</p> <p>KB10. The importance of following manufacturer's instructions on cleaning agents</p> <p>KB11. The most appropriate place to carry out test cleans and why this should be done before applying treatments</p> <p>KB12. The importance of applying treatments evenly and the effect of not doing this</p> <p>KB13. Process of cleaning the surfaces without causing injury or damage</p> <p>KB14. The method to check the treated surface and equipment on completion of cleaning</p> <p>KB15. Procedures for reporting any unidentified soiling</p> <p>KB16. Procedures for disposing off waste</p> <p>KB17. Procedures for disposing off or storing personal protective equipment</p>



	KB18. Escalation procedures for soils or stains that could not be removed
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	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
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams SA7. Understand the various coding systems as per company norms
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA8. Express statements, opinions or information clearly so that others can hear and understand SA9. Respond appropriately to any queries SA10. Communicate with supervisor SA11. Communicate with upstream and downstream teams SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. Take appropriate decisions regarding processing steps in view of changing quality and availability of raw materials and finished goods.
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB2. seek clarification on problems from others SB3. apply problem-solving approaches in different situations

	SB4. refer anomalies to the line manager
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB 5. Interpret quality for sheet SB 6 . Suggest improvements(if any) in process/product/materials based on results and experience
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB7. Proper collection of waste material SB8. Identify defects in the material and communicate it at the earliest and suggest improvements(if any) in process/material based on experience
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB9. Handle equipment/rubber sheet SB6. seek clarification on problems from others SB10. apply problem-solving approaches in different situations SB11. refer anomalies to the line manager

<b>NOS Code</b>	<b>RSC / N 5001</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Rubber Manufacturing</b>	<b>Drafted on</b>	<b>14/05/15</b>
<b>Industry Sub-sector</b>	<b>Tyre and NonTyre</b>	<b>Last reviewed on</b>	<b>14/05/15</b>
<b>Occupation</b>	<b>Rubber Reclaim</b>	<b>Next review date</b>	<b>14/05/16</b>



# National Occupational Standard



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## Overview

This unit is about reporting and documentation

## To Carry Out Reporting And Documentation

<b>Unit Code</b>	RSC / N 5002
<b>Unit Title (Task)</b>	To carry out reporting and documentation
<b>Description</b>	This unit is about carrying out reporting and documentation
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Reporting</li> <li>• Documentation</li> <li>• Information Security</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Reporting</b>	<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  PC2. Report to the appropriate authority as laid down by the company  PC3. Follow reporting procedures as prescribed by the company</p>
<b>Recording and Documentation</b>	<p>PC4. Identify documentation to be completed relating to one's role  PC5. Record details accurately in appropriate format  PC6. Complete all documentation within stipulated time according to company procedure  PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly  PC8. Make sure documents are available to all appropriate authorities to inspect</p>
<b>Information Security</b>	<p>PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures  PC10. Inform the appropriate authority of requests for information received</p>
<b>Knowledge and Understanding (K)</b>	
<b>C. Technical Knowledge</b>	<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</p>

### To Carry Out Reporting And Documentation

	<p>timescales</p> <p>KB9. The importance of ensuring that the documents are correct</p> <p>KB10. The actions to be taken if the documents are not correct</p> <p>KB11. The importance of maintaining the security and confidentiality of recorded information</p> <p>KB12. Procedures to maintain confidentiality of information</p> <p>KB13. The appropriate method for responding to requests for information</p> <p>KB14. The reporting procedures to followed before disclosing information to any outside party</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<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>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>	
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take appropriate decisions regarding processing steps in view of changing quality and availability of raw materials and finished goods.</p>

	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB2. seek clarification on problems from others SB3. apply problem-solving approaches in different situations SB4. refer anomalies to the line manager
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB 5. Interpret quality for sheet SB 6 . Suggest improvements(if any) in process/product/materials based on results and experience
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB7. Proper collection of waste material SB8. Identify defects in the material and communicate it at the earliest and suggest improvements(if any) in process/material based on experience
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB9. Handle equipment/rubber sheet SB6. seek clarification on problems from others SB10. apply problem-solving approaches in different situations SB11. refer anomalies to the line manager	

<b>NOS Code</b>	<b>RSC / N 5002</b>		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Rubber Manufacturing</b>	<b>Drafted on</b>	<b>14/05/15</b>
<b>Industry Sub-sector</b>	<b>Tyre and NonTyre</b>	<b>Last reviewed on</b>	<b>14/05/15</b>
<b>Occupation</b>	<b>Rubber Reclaim</b>	<b>Next review date</b>	<b>14/05/16</b>



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# National Occupational Standard



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## Overview

This unit is about carrying out quality checks

<b>Unit Code</b>	<b>RSC / N 5003</b>
<b>Unit Title (Task)</b>	<b>To carry out quality checks</b>
<b>Description</b>	This unit is about carrying out quality control activities
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Inspection</li> <li>• Analysis</li> <li>• Reporting</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Inspection</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure that total range of checks are regularly and consistently performed</p> <p>PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required</p>
<b>Analysis</b>	<p>PC3. Identify non-conformities to quality assurance standards</p> <p>PC4. Identify potential causes of non-conformities to quality assurance standards</p> <p>PC5. Identify impact on final product due to non-conformance to company standards</p> <p>PC6. Evaluating the need for action to ensure that problems do not recur</p> <p>PC7. Suggest corrective action to address problem</p> <p>PC8. Review effectiveness of corrective action</p>
<b>Reporting</b>	<p>PC9. Interpret the results of the quality check correctly</p> <p>PC10. Take up results of the findings with QC in charge/appropriate authority.</p> <p>PC11. Take up the results of the findings within stipulated time</p> <p>PC12. Record of results of action taken</p> <p>PC13. Record adjustments not covered by established procedures for future reference</p> <p>PC14. Review effectiveness of action taken</p> <p>PC15. Follow reporting procedures where the cause of defect cannot be identified</p>
<b>Knowledge and Understanding (K)</b>	
<b>C. Technical Knowledge</b>	<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>
<b>Skills (S)</b>	
<b>C. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<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>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support the small group</p>	

	activities (Quality Circle, Cross Functional Team, Suggestion Scheme)
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<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. Take appropriate decisions regarding processing steps in view of changing quality and availability of raw materials and finished goods.
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB2. seek clarification on problems from others SB3. apply problem-solving approaches in different situations SB4. refer anomalies to the line manager
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB 5. Interpret quality for sheet SB 6 . Suggest improvements(if any) in process/product/materials based on results and experience
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB7. Proper collection of waste material SB8. Identify defects in the material and communicate it at the earliest and suggest improvements(if any) in process/material based on experience
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB9. Handle equipment/rubber sheet SB10. apply problem-solving approaches in different situations	

	SB11. refer anomalies to the line manager
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<b>NOS Code</b>	<b>RSC / N 5003</b>		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Rubber Manufacturing</b>	<b>Drafted on</b>	<b>14/05/15</b>
<b>Industry Sub-sector</b>	<b>Tyre and NonTyre</b>	<b>Last reviewed on</b>	<b>14/05/15</b>
<b>Occupation</b>	<b>Rubber Reclaim</b>	<b>Next review date</b>	<b>14/05/16</b>



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# National Occupational Standard

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## Overview

This unit is about problem identification and escalation

**RSC / N 5004**
**To carry out problem identification and escalation**

National Occupational Standard

<b>Unit Code</b>	<b>RSC / N 5004</b>
<b>Unit Title (Task)</b>	<b>To carry out problem identification and escalation</b>
<b>Description</b>	This unit is about problem identification and escalation
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Problem Identification</li> <li>• Necessary Action</li> <li>• Problem Escalation</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Problem Identification</b>	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
<b>Necessary Action</b>	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



<b>Problem Escalation</b>	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
<b>Knowledge and Understanding (K)</b>	
<b>D. Technical Knowledge</b>	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
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	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
	<b>Reading Skills</b>
The user/individual on the job needs to know and understand how to: SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams	

**To carry out problem identification and escalation**

	SA7. Understand the various coding systems as per company norms
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA8. Express statements, opinions or information clearly so that others can hear and understand SA9. Respond appropriately to any queries SA10. Communicate with supervisor SA11. Communicate with upstream and downstream teams SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. Take appropriate decisions regarding processing steps in view of changing quality and availability of raw materials and finished goods.
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB2. seek clarification on problems from others SB3. apply problem-solving approaches in different situations SB4. refer anomalies to the line manager
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB 5. Interpret quality for sheet SB 6 . Suggest improvements(if any) in process/product/materials based on results and experience
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB7. Proper collection of waste material SB8. Identify defects in the material and communicate it at the earliest and suggest improvements(if any) in process/material based on experience
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB9. Handle equipment/rubber sheet SB6. seek clarification on problems from others	

**RSC / N 5004**
**To carry out problem identification and escalation**

<b>NOS Code</b>	<b>RSC / N 5004</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Rubber Manufacturing</b>	<b>Drafted on</b>	<b>14/05/15</b>
<b>Industry Sub-sector</b>	<b>Tyre and NonTyre</b>	<b>Last reviewed on</b>	<b>14/05/15</b>
<b>Occupation</b>	<b>Rubber Reclaim</b>	<b>Next review date</b>	<b>14/05/16</b>
	SB10. apply problem-solving approaches in different situations SB11. refer anomalies to the line manager		

### **NOS Version Control**

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**CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role** Refining Operator  
**Qualification Pack** RSC/ Q 2105  
**Sector Skill Council** Rubber Skill Development Council

**Guidelines for Assessment**

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessment Strategy			Marks Allocation		
NOS	Elements	Performance Criteria	Total	Theory	Practical
RSC/ N 2111 Prepare machine, tools, equipment and material	Equipment readiness	PC1. Check the cleanliness and functioning of the refiner	6	0	6
		PC2. Prepare the tools and equipments required for undertaking refining operation	15	9	6
		PC3. Set parameters for the machine (cycle time, temperature etc) as per company's	20	10	10
	Raw material appropriate ness	PC4. Check the material and ensure that it confirm to the requirement.	20	15	5
		PC5. Ensure the availability of material for the required refining operation as per specification	12	8	4
	Health & Safety	PC6. Precaution against putting Finger / Hand inside the machine/usage of safety break fitted on the machine	12	7	5
		PC7. Adhere to all safety norms (such as wearing protective gloves, mask and safety shoes).	12	8	4
		PC8. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	3	3	0
			100	60	40
RSC/ N 2112 Undertake refining operation	Raw material appropriate ness	PC1. Handle the material properly to avoid contamination	5	0	5
	Operation	PC2. Check that the devulcanized rubber from the autoclave process runs smoothly through the sieve.	12	4	8
		PC3. Start the Refiner mill as per start up instructions and	16	4	12

		feed the strained material for refining to get final sheets			
		PC4. Roll the fine sheets on wind up drum and build up required thickness	5	0	5
		PC5. Ensure that the thickness of final sheet as per the specification	14	8	6
		PC6. Cut and remove the sheet from the winding drum and place on the cutting table.	6	0	6
		PC7. Apply china clay powder for dusting and cut the sheet to required sizes and stack the sheets on the MS pallets.	15	6	9
		PC8. Weigh the pallets and record in production report	12	6	6
	Health & Safety	PC9. Ensure the use of certified equipments for lifting material	3	3	0
		PC10. Get first aid ready in case of any injury, cut or sprain while lifting the material	3	3	0
		PC11. Adhere to all safety norms (such as wearing protective gloves, masks and shoes)	6	3	3
		PC12. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	3	3	0
			100	40	60
<b>RSC/ N 2113 Perform post-refining activities</b>	Operation	PC1. Ensure that the storage space is ready as per the requirement .	4	0	4
		PC2. Store the prepared material appropriately.	12	6	6
		PC3. Draw sample for lab testing and release	16	12	4
		PC4. Keep proper record of the refined material	18	10	8
	Material disposal	PC5. Dispose of waste material safely, as per organizational SOP.	4	0	4
	Batch Marking	PC6. Ensure identification and traceability by batch marking/coding for the right product as per the instructions laid down by the company (in terms of batch number, weight and date stamp).	16	10	6
	Sampling	PC7. Send sample of the prepared material in the specified sample size and method as directed by the company	7	7	0
	Health & Safety	PC8. Handle the prepared material using hand gloves and other safety equipment.	10	6	4
		PC9. Adhere to all safety norms (such as wearing protective gloves , shoes, safety masks etc).	10	6	4
		PC10. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	3	3	0
			100	60	40
<b>RSC/ N 5001 To carry out housekeeping</b>	Pre housekeeping activities	PC1. Inspect the area while taking into account various surfaces	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	3	3	0

		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	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
	Operations	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
	Post housekeeping activities	PC15. Ensure that there is no oily substance on the floor to avoid slippage	9	3	6
		PC16. Ensure that no scrap material is lying around	9	3	6
		PC17. Maintain and store housekeeping equipment and supplies	3	3	0
		PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process	3	3	0
		PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements	8	2	6
		PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored	3	3	0
		PC21. Dispose the waste garnered from the activity in an appropriate manner	9	3	6
		PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly	9	3	6
	General	PC23. Maintain schedules and records for housekeeping duty	3	3	0
		PC24. Replenish any necessary supplies or consumables	3	3	0
			100	70	30
<b>RSC/ N 5002 To carry out reporting and documentation</b>	Reporting	PC1. Report data/problems/incidents as applicable in a timely manner	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
	Recording	PC4. Identify documentation to be completed relating to	10	6	4

	and Documentation	one's role				
		PC5. Record details accurately an appropriate format	16	6	10	
		PC6. Complete all documentation within stipulated time according to company procedure	14	4	10	
		PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly	6	4	2	
		PC8. Make sure documents are available to all appropriate authorities to inspect	6	4	2	
	Information Security	PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures	6	6	0	
		PC10. Inform the appropriate authority of requests for information received	6	6	0	
				100	60	40
	<b>RSC/ N 5003 To carry out quality checks</b>	Inspection	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
Analysis		PC3. Identify non-conformities to quality assurance standards	6	4	2	
		PC4. Identify potential causes of non-conformities to quality assurance standards	5	3	2	
		PC5. Identify impact on final product due to non-conformance to company standards	5	3	2	
		PC6. Evaluating the need for action to ensure that problems do not recur	6	4	2	
		PC7. Suggest corrective action to address problem	5	3	2	
		PC8. Review effectiveness of corrective action	5	3	2	
Reporting		PC9. Interpret the results of the quality check correctly	4	4	0	
		PC10. Take up results of the findings with QC in charge/appropriate authority.	3	3	0	
		PC11. Take up the results of the findings within stipulated time	3	3	0	
		PC12. Record of results of action taken	3	3	0	
		PC13. Record adjustments not covered by established procedures for future reference	3	3	0	
		PC14. Review effectiveness of action taken	2	2	0	
		PC15. Follow reporting procedures where the cause of defect cannot be identified	2	2	0	
			100	60	40	
<b>RSC/ N 5004 To carry out problem identification and escalation</b>	<b>Problem Identification</b>	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	
	<b>Necessary Action</b>	PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required)	8	5	3	
		PC8. Consider possible reasons for identification of problems	8	5	3	
		PC9. Consider applicable corrections and formulate corrective action	3	3	0	
		PC10. Formulate action in a timely manner	3	3	0	
		PC11. Communicate problem/remedial action to appropriate parties	7	5	2	
		PC12. Take corrective action in a timely manner	2	2	0	
		PC13. Take corrective action for problems identified according to the company procedures	2	2	0	
		PC14. Report/document problem and corrective action in an appropriate manner	8	5	3	
		PC15. Monitor corrective action	2	2	0	
		PC16. Evaluate implementation of corrective action taken to determine if the problem has been resolved	2	2	0	
		PC17. Ensure that corrective action selected is viable and practical	2	2	0	
		PC18. Ensure that correct solution is identified to an identified problem	2	2	0	
		PC19. Take corrective action for problems identified according to the company procedures	1	1	0	
		PC20. Ensure that no delays are caused as a result of failure to take necessary action	1	1	0	
		<b>Problem Escalation</b>	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	
			100	70	30	