

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR RUBBER INDUSTRY



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What are Occupational Standards(OS)?

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

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Introduction

Qualifications Pack- Tyre Tread Preparation and Building Operator

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Tyre

OCCUPATION: Tyre Retreading

REFERENCE ID: RSC/ Q 1903

ALIGNED TO: NCO-2004/NIL

Brief Job Description: A tyre tread preparation and building operator is responsible to make building operation for Re-treaded tyre.

Personal Attributes: This job requires the individual to have an eye for detail, work independently and be comfortable in performing laborious work. He should be systematic, attentive and focused while undertaking the activities. He must be able to handle multiple tasks and strive to achieve the set objectives on time with best quality. He should be fit, energetic, tall and have a strong built.

Qualifications Pack For Tyre Tread Preparation and Building Operator

Job Details	Qualifications Pack Code	RSC/ Q 1903		
	Job Role	Tyre Tread Preparation and Building Operator		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Rubber	Drafted on	02/12/14
	Sub-sector	Tyre	Last reviewed on	02/12/14
	Occupation	Tyre Retreading	Next review date	02/12/15
	NSQF Cleanance on	18/06/2015		

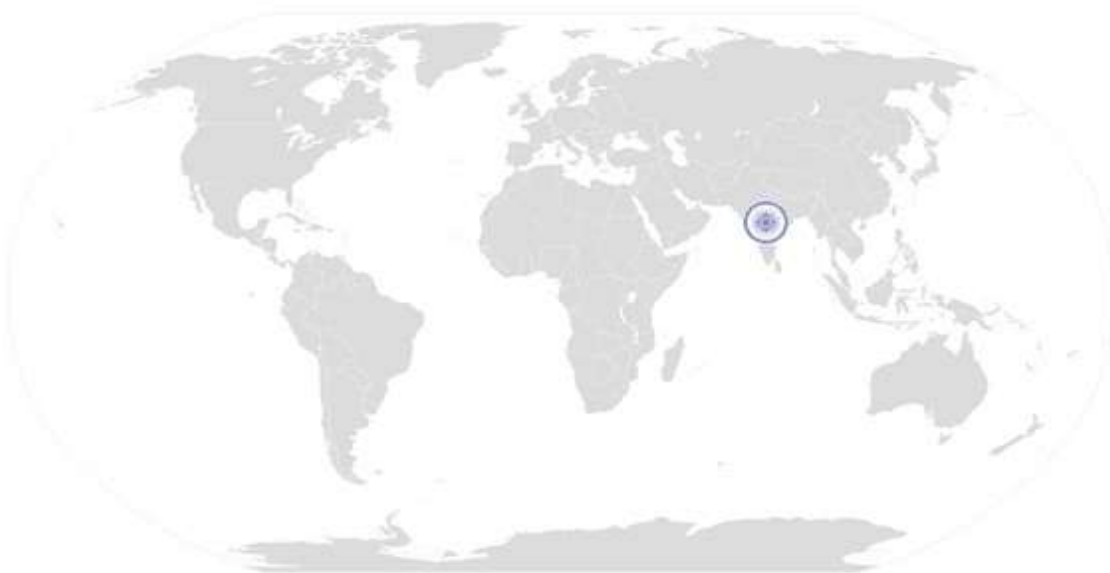
Job Role	Tyre Tread Preparation and Building Operator
Role Description	A tyre tread preparation and building operator is responsible to make building operation for Re-treaded tyre.
NSQF level	4
Minimum Educational Qualifications*	Class X/ITI
Maximum Educational Qualifications*	ITI/Graduate in Science
Training (Suggested but not mandatory)	Training on tread preparation and building operator
Minimum Job Entry Age	18 years
Experience	Worked as a semi-skilled helper for minimum 12 months in the same role.
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> RSC/ N 1905 (Prepare tools for building operation) RSC/ N 1906 (Carry out tread preparation and building operations) RSC/ N 5001 (To carry out housekeeping) RSC/ N 5002 (To carry out reporting and documentation) RSC/ N 5003 (To carry out quality checks) RSC/ N 5004 (To carry out problem identification and escalation) Optional: NA
Performance Criteria	As described in the relevant OS units

Qualifications Pack For Tyre Tread Preparation and Building Operation

Definitions

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

National Occupational Standard



Overview

This unit is about preparing the tools and tread for tyre building operations.

Prepare tools for building operation

Unit Code	RSC / N 1905
Unit Title (Task)	Prepare tools for building operations
Description	This unit is about preparing the tools and tread for tyre building operations.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Prepare tools and tread • Ensure housekeeping and safety in work area
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Equipment readiness	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Ensure that the tools and equipments required for tyre building are clean and ready to use.</p> <p>PC2. Follow equipment preparation process as per SOP</p> <p>PC3. Check if the stitchers, cross rollers are functional and have adequate specified pressures as required by specification</p> <p>PC4. Ensure that no delays are caused as a result of improper preparation and failure to identify problems.</p>
Material appropriateness	<p>PC1. Ensure the availability of rubber solution and all other required components d. Put inspected / buffed tyres in one row size wise</p> <p>PC2. Keep ready made thin layer rubber Cushion and Uncured tread rubber with one side poly in stand</p> <p>PC3. Do not keep Uncured Tread rubber and Cushion on floor</p> <p>PC4. Roll the tyre on the and check for defect like – bead for any damaged , sidewall for any crack , any sidewall hole , severe cut of buffed out tread portion , exposed fabric and all other as per company SOP</p> <p>PC5. Check if tyre has any mark with crayon or other marker so that all precaution can be taken before performing building operation</p> <p>PC6. Lift the tyre from one bead side using hoist and put on roller type buffing roller / table which has lamp / light attached make sure there is no dust particle on the surface of the carcass</p>
Health & Safety	<p>PC1. Ensure the use of certified tools and equipments for tyre building</p> <p>PC2. Avoid wearing loose shirt</p> <p>PC3. Adhere to all safety norms (such as wearing protective gloves,mask and safety shoes).</p>

Prepare tools for building operation

	<p>PC4. Avoid spillage and in case of spillage occur , follow safety measures as laid down by safety department</p> <p>PC5. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Implications of poorly prepared tools, equipment and components.</p> <p>KA2. Importance of identifying non-conforming materials and their storage.</p> <p>KA3. Risk and impact of not following defined procedures/work instructions.</p> <p>KA4. Escalation matrix for reporting identified problems</p> <p>KA5. Types of documentation in organization and importance of the same</p> <p>KA6. Records to be maintained and the implications of their non-maintenance.</p> <p>KA7. Importance of housekeeping activities.</p> <p>KA8. Health, safety and environment guidelines, legislation and regulations as 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. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Proper handling of the tyres</p> <p>KB2. Proper distinction between heavy tyre and light tyre</p> <p>KB3. Proper handling of rubber solution</p> <p>KB4. Importance of communicating with electrical and mechanical engineers /technicians</p> <p>KB5. Stitchers and their settings in tyre building</p> <p>KB6. Setting of stitcher pressure and its impact</p> <p>KB7. Effect of wrong dimension of the components</p> <p>KB8. Various abnormalities and suitable response for abnormalities in equipment performance.</p> <p>KB9. Implications of delays in the preparation process.</p> <p>KB10. Types of defects leading to rejections and their indicators, reasons and possible solutions.</p> <p>KB11. Cleanliness and safety requirements for commencing building operation.</p> <p>KB12. Units of measurement.</p> <p>KB13. Response to emergencies, for example, power failures, fire, system failures,</p>

Prepare tools for building operation

	<p>spillages and manual intervention to avoid disasters.</p> <p>KB14. Basic arithmetic, geometry, electronics, physics and chemistry</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc and prepare tags</p> <p>SA4. Perform functional mathematical operations</p>
	Reading and Understanding Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
	Oral Communication (Listening and Speaking skills)
	<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>
	Integrity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA13. Practice honesty with respect to company property and time</p> <p>SA14. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA15. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust</p>
	Motivation
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA16. Take responsibility for completing one's own work assignment</p> <p>SA17. Take initiative to enhance/learn skills in one's area of work</p> <p>SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning.</p> <p>SA19. Is open to new ways of doing things</p>

Prepare tools for building operation

	SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.
	<p>Reliability</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA21. Avoid absenteeism</p> <p>SA22. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA23. Work in disciplined factory environment</p> <p>SA24. Be punctual</p>
B. Professional Skills	<p>Material and Equipment Handling</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Handle tyre and other accessory equipments used in building process.</p> <p>SB2. Handle the components used in tyre building.</p> <p>SB3. Handling of various types of material handling equipment</p> <p>SB4. Handling of rubber solution</p> <p>SB5. The capacity to apply technology, combining the physical and sensory skills needed to operate equipment with the understanding of scientific and technological principles needed to explore and adapt systems.</p>
	<p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Diagnose common problems in the tools and tyres based on visual inspection.</p> <p>SB7. Suggest improvements(if any) in process based on experience</p>

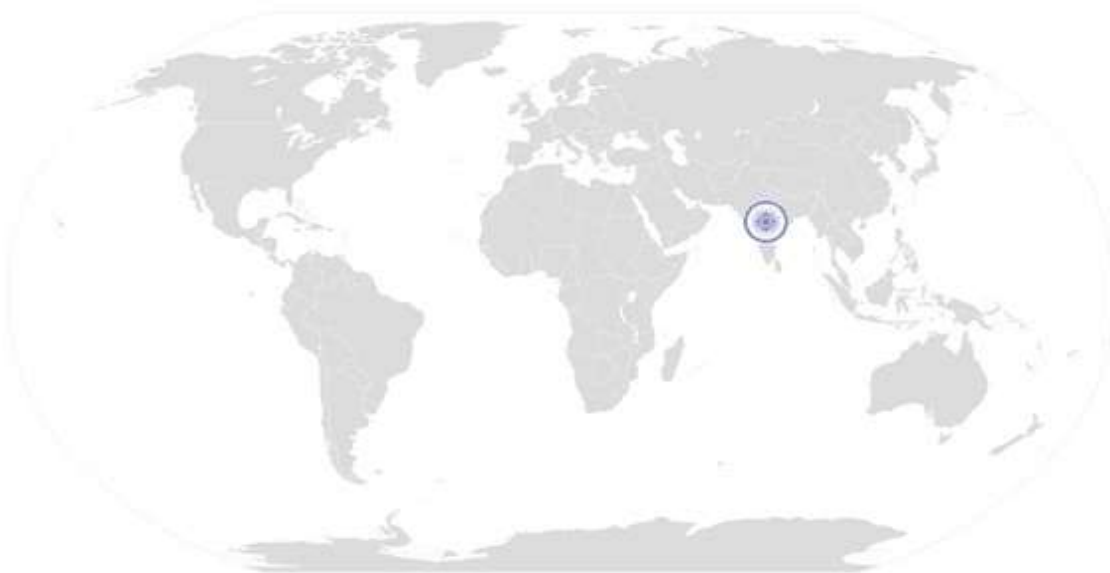
NOS Version Control

NOS Code	RSC / N 1905		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber	Drafted on	02/12/14
Industry Sub-sector	Tyre	Last reviewed on	02/12/14
Occupation	Tyre Retreading	Next review date	02/12/15



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National Occupational Standard



Overview

This unit about carrying out tread preparation and building operations of tyre.

Unit Code	RSC / N 1906
Unit Title (Task)	Carry out tread preparation and building operations
Description	This unit is about carrying out tread preparation and building operations of tyre.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Ensure housekeeping and safety in tyre building area. • Perform building operations as per guidelines issued by the technical
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Material appropriateness	<p>To be competent, the user/individual on the job must be able to :</p> <p>PC1. Ensure that all the components required for tyre building are available as per the specification and schedule.</p> <p>PC2. Check the component for suitability (appearance and other quality checks)</p>
Operation	<p>PC1. Apply Rubber solution layer with the hand of brush uniformly across with width and circumferentially</p> <p>PC2. Allow this solution to dry as per SOP</p> <p>PC3. In case any portion is having deep depth other than standard fill with little portion using piece of tread rubber and again apply Rubber solution and allow it to dry as per SOP</p> <p>PC4. Rubber cushion which is kept on stand slowly unwind and apply rubber portion toward carcass side and poly portion up – do not remove at this time</p> <p>PC5. Kept uncured tread rubber with one side poly on stand</p> <p>PC6. Remove poly from the cushion which is applied on carcass pressure and use pressure roller to remove any trapped air/ void</p> <p>PC7. Unwind uncured pre-shaped tread rubber from roll keeping poly portion up. Hold both edge with hand and put on cleaned cushion rubber with small hand pressure</p> <p>PC8. Rotate carcass slowly and given small stretch to tread rubber while applying on top</p> <p>PC9. Apply tread Rubber uniformly covering full width and circumferentially</p> <p>PC10. For end joining of Uncured tread rubber cut edge at 45 Degree with the help of knife and join using pressure roller</p> <p>PC11. Use pressure roller to join perfect adhesion to cushion</p> <p>PC12. Remove trapped air if any with the help of poker and pressure stitcher</p> <p>PC13. Edge have to stitched properly</p> <p>PC14. With the help of lamp / light see the condition of inside portion of the tyre</p> <p>PC15. Put Ok stamp / marker and keep in suspended condition for next operation –</p>

	ensure not to remove top poly until next operation
Health & Safety	<p>PC16. Avoid wearing loose shirt</p> <p>PC17. Optimal usage of solution</p> <p>PC18. Adhere to all safety norms (such as wearing protective gloves, masks and earplugs)</p> <p>PC19. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Building operation and its importance.</p> <p>KA2. Implications of poorly prepared material and power failures.</p> <p>KA3. How to conduct quality and damage checks and their importance.</p> <p>KA4. Importance of identifying non-conforming products and their storage.</p> <p>KA5. Risk and impact of not following defined procedures/work instructions.</p> <p>KA6. The escalation matrix for reporting identified issues.</p> <p>KA7. Types of documentation in the organization and their importance.</p> <p>KA8. Records to be maintained and the implications of their non-maintenance.</p> <p>KA9. Importance of housekeeping and good shop floor practices</p> <p>KA10. Health, safety and environment guidelines, legislations and regulations, as applicable.</p> <p>KA11. Personal protection (which protective equipment to be used and how).</p> <p>KA12. Impact of poor practices on health, safety and environment.</p> <p>KA13. Potential hazards and actions to minimize them.</p> <p>KA14. The escalation matrix and procedures for reporting hazards.</p> <p>KA15. Importance of FIFO</p> <p>KA16. Impact of various practices on cost, quality, productivity, delivery and safety.</p> <p>KA17. Handover/Takeover of the equipment/work area as per organizational SOP.</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Appropriate tyre circumferential as per specification</p> <p>KB2. Importance of tread rubber thickness is as per SOP</p> <p>KB3. Implications of trapped air around tyre</p> <p>KB4. Effect of FM on cushion on top portion of the tyre</p> <p>KB5. Proper handling different tyres</p> <p>KB6. Proper application of rubber solution</p> <p>KB7. Importance of careful inspection</p> <p>KB8. Impact of tyres getting scrapped due to building fault</p> <p>KB9. Implications of poor performance of Tyres in the field due building related</p>

Carry out tread preparation and building operations

	<p>problems</p> <p>KB10. Importance of safety measures used during the process to avoid any accident or injury</p> <p>KB11. Proper stitching of edges</p> <p>KB12. Process and importance of quality checks.</p> <p>KB13. Types of defects leading to rejections and their indicators, reasons and possible solutions.</p> <p>KB14. Potential problems in the tyre building operations</p> <p>KB15. Units of measurement.</p> <p>KB16. Response to emergencies, for example, power failures, fire, system failures and manual intervention to avoid disasters.</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms , activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform basic functional mathematical operations</p>
	Reading and Understanding Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
	Oral Communication (Listening and Speaking skills)
	<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>
	Integrity

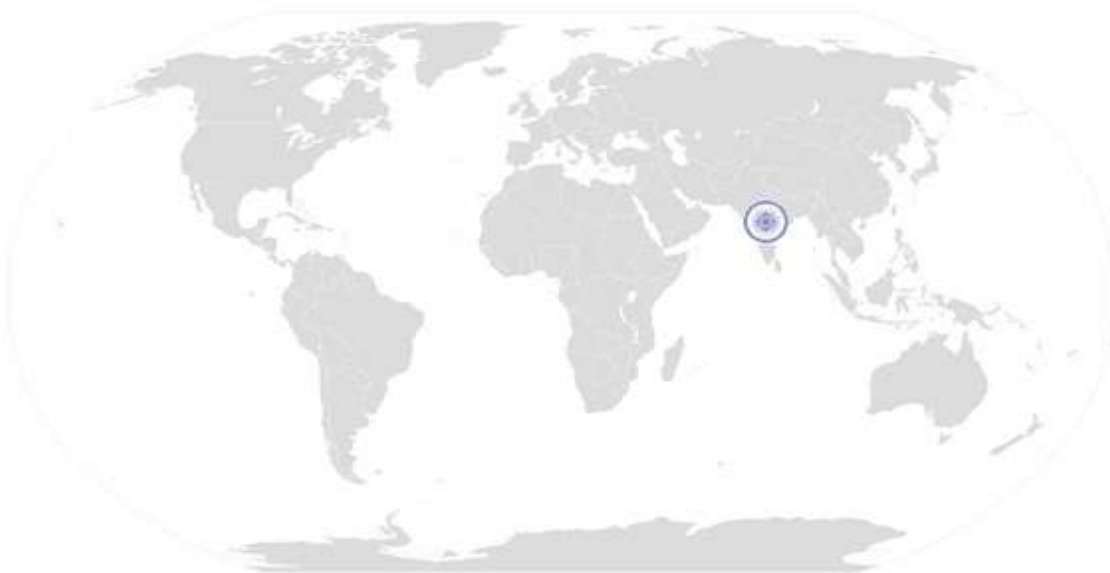
Carry out tread preparation and building operations

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA13. Practice honesty with respect to company property and time</p> <p>SA14. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA15. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust</p>
	<p>Motivation</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA16. Take responsibility for completing one’s own work assignment</p> <p>SA17. Take initiative to enhance/learn skills in ones’s area of work</p> <p>SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one’s learning.</p> <p>SA19. Is open to new ways of doing things</p> <p>SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p>
	<p>Reliability</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA21. Avoid absenteeism</p> <p>SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA23. Work in disciplined factory environment</p> <p>SA24. Be punctual</p>
B. Professional Skills	<p>Material and Equipment Handling</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Handle tyre and rubber solution</p> <p>SB2. Handle the components required for tyre building.</p> <p>SB3. Handle poker and lamp/light</p> <p>SB4. Handling of various types of material handling equipment.</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Diagnose common problems in the tyre and components based on visual inspection</p> <p>SB2. Resolve the problems related to improper application of rubber solution</p> <p>SB3. Suggest improvements(if any) in process based on experience</p>

Carry out tread preparation and building operations

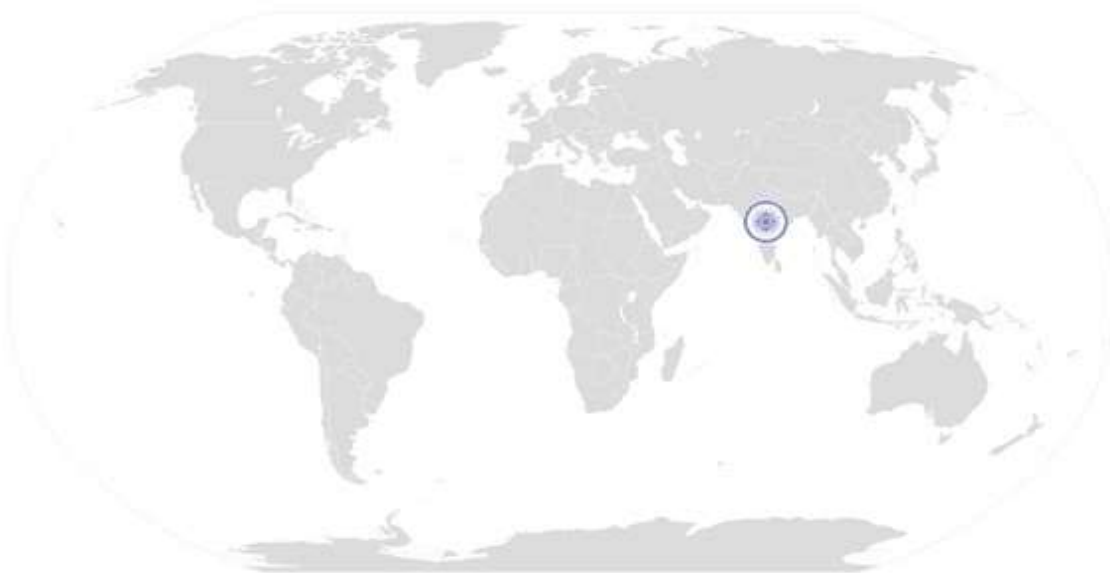
NOS Version Control

NOS Code	RSC / N 1906		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	02/12/14
Industry Sub-sector	Tyre	Last reviewed on	02/12/14
Occupation	Tyre Retreading	Next review date	02/12/15



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National Occupational Standard



Overview

This unit is about carrying out housekeeping

RSC / N 5001
Carry Out Housekeeping Activities

National Occupational Standard

Unit Code	RSC / N 5001
Unit Title (Task)	To carry out housekeeping
Description	This unit is about carrying out housekeeping activities
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparing for housekeeping activities • Carry out housekeeping activities • Post housekeeping activities
Performance Criteria (PC) 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 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>
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>

Carry Out Housekeeping Activities

	<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>General</p>	<p>PC23. Maintain schedules and records for housekeeping duty</p> <p>PC24. Replenish any necessary supplies or consumables</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The levels of hygiene required by workplace and why it is important to maintain them during your work</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> <p>KB18. Escalation procedures for soils or stains that could not be removed</p>

Carry Out Housekeeping Activities

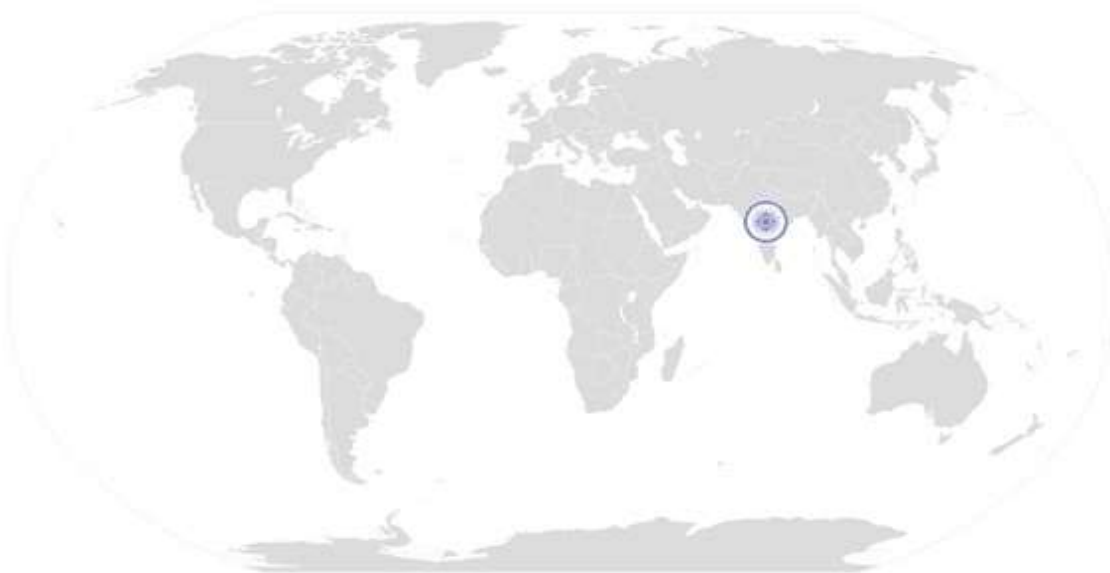
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes
	Reading and Understanding Skills
	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
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	Integrity
	The user/individual on the job needs to know and understand how to: SA13. Practice honesty with respect to company property and time SA14. Communicate with people in a form and manner and using language that is open and respectful SA15. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust
	Motivation
	The user/individual on the job needs to know and understand how to: SA16. Take responsibility for completing one's own work assignment SA17. Take initiative to enhance/learn skills in ones's area of work SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning.

Carry Out Housekeeping Activities

	SA19. Is open to new ways of doing things
	SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.
	Reliability
	The user/individual on the job needs to know and understand how to:
	SA21. Avoid absenteeism
	SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
	SA23. Work in disciplined factory environment
	SA24. Be punctual

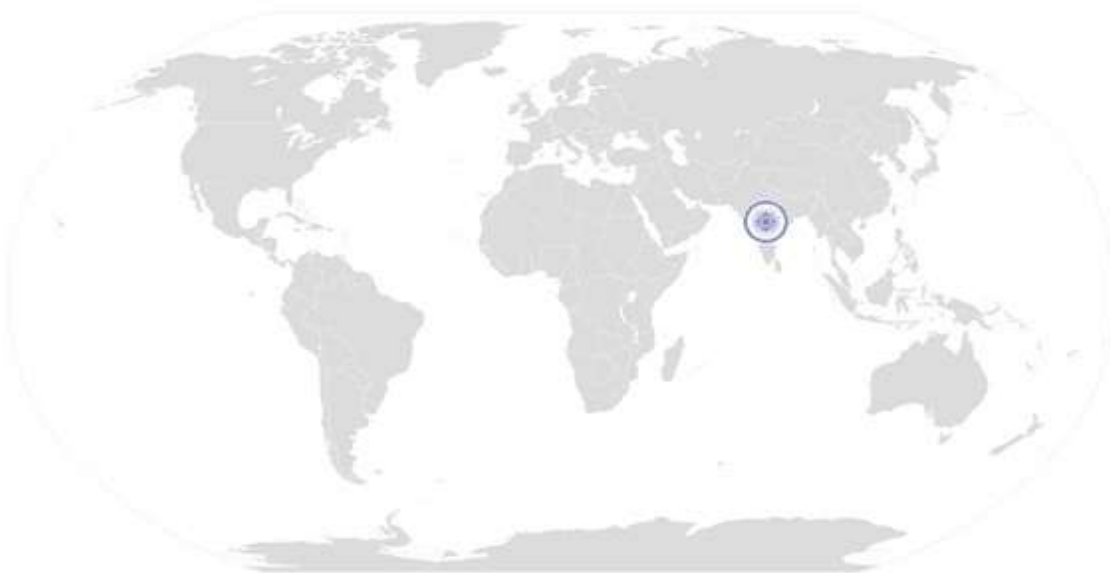


NOS Code	RSC / N 5001		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	04/06/14
Industry Sub-sector	Tyre	Last reviewed on	14/06/14
Occupation	Tyre Retreading	Next review date	14/06/15



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National Occupational Standard



Overview

This unit is about reporting and documentation

Unit Code	RSC / N 5002
Unit Title (Task)	To carry out reporting and documentation
Description	This unit is about carrying out reporting and documentation
Scope	This unit/task covers the following: <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	To be competent, the user/individual on the job must be able to: PC1. Report data/problems/incidents as applicable in a timely manner PC2. Report to the appropriate authority as laid down by the company PC3. Follow reporting procedures as prescribed by the company
Recording and Documentation	PC4. Identify documentation to be completed relating to one's role PC5. Record details accurately an appropriate format PC6. Complete all documentation within stipulated time according to company procedure PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly PC8. Make sure documents are available to all appropriate authorities to inspect
Information Security	PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures PC10. Inform the appropriate authority of requests for information received
Knowledge and Understanding (K)	
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> 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

To Carry Out Reporting And Documentation

	<p>KB10. The actions to be taken if the documents are not correct</p> <p>KB11. The importance of maintaining the security and confidentiality of recorded information</p> <p>KB12. Procedures to maintain confidentiality of information</p> <p>KB13. The appropriate method for responding to requests for information</p> <p>KB14. The reporting procedures to followed before disclosing information to any outside party</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p>
	Reading and Understanding Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
	Oral Communication (Listening and Speaking skills)
	<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>
	Integrity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA13. Practice honesty with respect to company property and time</p> <p>SA14. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA15. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust</p>

To Carry Out Reporting And Documentation

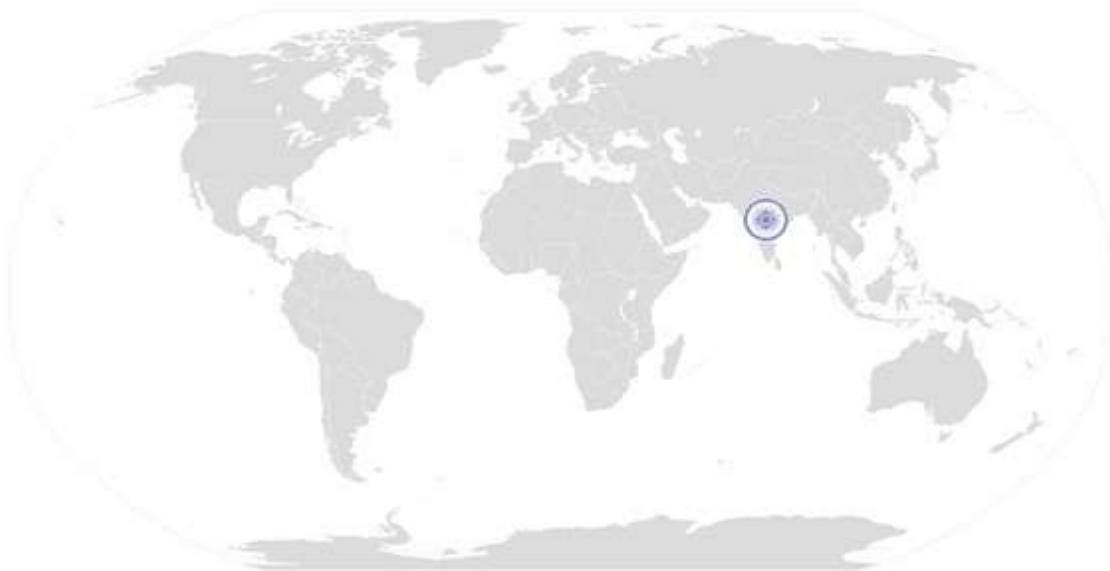
	Motivation
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA16. Take responsibility for completing one’s own work assignment</p> <p>SA17. Take initiative to enhance/learn skills in ones’s area of work</p> <p>SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one’s learning.</p> <p>SA19. Is open to new ways of doing things</p> <p>SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p>
	Reliability
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA21. Avoid absenteeism</p> <p>SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA23. Work in disciplined factory environment</p> <p>SA24. Be punctual</p>



NOS Version Control

To Carry Out Reporting And Documentation

NOS Code	RSC / N 5002		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	04/06/14
Industry Sub-sector	Tyre	Last reviewed on	14/06/14
Occupation	Tyre Retreading	Next review date	14/06/15



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National Occupational Standard



Overview

This unit is about carrying out quality checks

Unit Code	RSC / N 5003
Unit Title (Task)	To carry out quality checks
Description	This unit is about carrying out quality control activities
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Carrying out quality checks to identify problems • Take corrective actions • Reporting the results
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Inspection	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure that total range of checks are regularly and consistently performed</p> <p>PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required</p>
Analysis	<p>PC3. Identify non-conformities to quality assurance standards</p> <p>PC4. Identify potential causes of non-conformities to quality assurance standards</p> <p>PC5. Identify impact on final product due to non-conformance to company standards</p> <p>PC6. Evaluating the need for action to ensure that problems do not recur</p> <p>PC7. Suggest corrective action to address problem</p> <p>PC8. Review effectiveness of corrective action</p>
Reporting	<p>PC9. Interpret the results of the quality check correctly</p> <p>PC10. Take up results of the findings with QC 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>
Knowledge and Understanding (K)	
B. Technical Knowledge	<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</p>

To Carry Out Quality Checks

	<p>achievement of the quality objectives,</p> <p>KB3. Proper procedure for selecting the material/product and performing quality checks without affecting the material</p> <p>KB4. Availability of work instructions, as necessary,</p> <p>KB5. Characteristics of the product/material</p> <p>KB6. Use of suitable equipment</p> <p>KB7. Availability and use of monitoring and measuring devices,</p> <p>KB8. Requirements of records</p> <p>KB9. Importance of maintaining accurate up-to-date records</p> <p>KB10. The need to report within the stipulated time</p> <p>KB11. Implications of inaccurate measuring and testing instruments and equipment</p> <p>KB12. The cost of non-conformance to quality standards</p> <p>KB13. Implications (impact on internal/external customers) of defective products, materials or components</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p>
	Reading and Understanding Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
	Oral Communication (Listening and Speaking skills)
<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>	

To Carry Out Quality Checks

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

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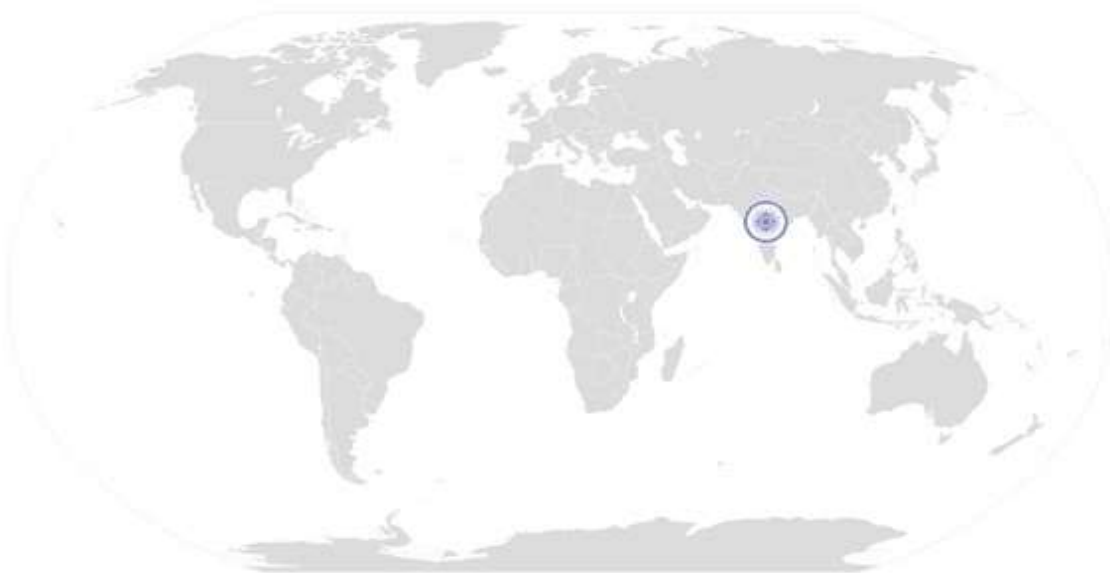
To Carry Out Quality Checks

NOS Code	RSC / N 5003		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	04/06/14
Industry Sub-sector	Tyre	Last reviewed on	14/06/14
Occupation	Tyre Retreading	Next review date	14/06/15



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National Occupational Standard



Overview

This unit is about problem identification and escalation

To Carry Out Problem Identification And Escalation

Unit Code	RSC / N 5004
Unit Title (Task)	To carry out problem identification and escalation
Description	This unit is about problem identification and escalation
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Identify problems across: <ul style="list-style-type: none"> - Raw materials - Compounds - Product - Equipment - Others • Identify solutions to problems • 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</p>

To Carry Out Problem Identification And Escalation

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

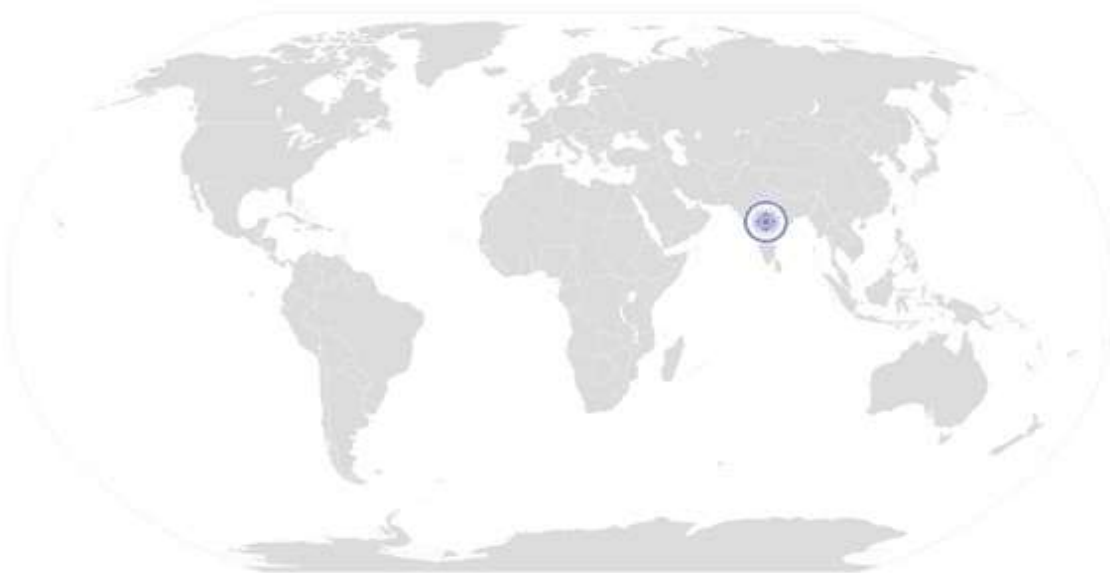
To Carry Out Problem Identification And Escalation

	estimation and approximation, for practical purposes
	Reading and Understanding Skills
	The user/individual on the job needs to know and understand how to: SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams SA7. Understand the various coding systems as per company norms
	Oral Communication (Listening and Speaking skills)
	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)
	Integrity
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	Reliability
	The user/individual on the job needs to know and understand how to: SA21. Avoid absenteeism SA22. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations SA23. Work in disciplined factory environment SA24. Be punctual

RSC / N 5004
To Carry Out Problem Identification And Escalation

NOS Version Control

NOS Code	RSC / N 5004		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	04/06/14
Industry Sub-sector	Tyre	Last reviewed on	14/06/14
Occupation	Tyre Retreading	Next review date	14/06/15


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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Tyre Tread Preparation and Building Operator

Qualification Pack RSC/ Q 1903

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 1905 Prepare tools for building	Equipment readiness	PC1. Ensure that the tools and equipments required for tyre building are clean and ready to use.	6	4	2
		PC2. Follow equipment preparation process as per SOP	6	4	2
		PC3. Check if the stitchers, cross rollers are functional and have adequate specified pressures as required by specification	6	4	2

operation		PC4. Ensure that no delays are caused as a result of improper preparation and failure to identify problems.	8	6	2	
	Material appropriateness	PC5. Ensure the availability of rubber solution and all other required components d. Put inspected / buffed tyres in one row size wise	10	6	4	
		PC6. Keep ready made thin layer rubber Cushion and Uncured tread rubber with one side poly in stand	10	6	4	
		PC7. Do not keep Uncured Tread rubber and Cushion on floor	10	6	4	
		PC8. Roll the tyre on the and check for defect like – bead for any damaged , sidewall for any crack , any sidewall hole , severe cut of buffed out tread portion , exposed fabric and all other as per company SOP	10	6	4	
		PC9. Check if tyre has any mark with crayon or other marker so that all precaution can be taken before performing building operation	6	4	2	
		PC10. Lift the tyre from one bead side using hoist and put on roller type buffing roller / table which has lamp / light attached make sure there is no dust particle on the surface of the carcass	4	2	2	
		PC11. Ensure the use of certified tools and equipments for tyre building	8	2	6	
	Health & Safety	PC12. Avoid wearing loose shirt	4	2	2	
		PC13. Adhere to all safety norms (such as wearing protective gloves,mask and safety shoes).	4	2	2	
		PC14. Avoid spillage and in case of spillage occur , follow safety measures as laid down by safety department	4	2	2	
		PC15. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	4	4	0	
				100	60	40
	RSC / N 1906 Carry out tread preparation and building operations	Material appropriateness	PC1. Ensure that all the components required for tyre building are available as per the specification and schedule.	4	2	2
			PC2. Check the component for suitability (appearance and other quality checks)	4	2	2
Operation		PC3. Apply Rubber solution layer with the hand of brush uniformly across with width and circumferentially	7	2	5	
		PC4. Allow this solution to dry as per SOP	7	2	5	
		PC5. In case any portion is having deep depth other than standard fill with little portion using piece of tread rubber and again apply Rubber solution and allow it to	4	2	2	

		dry as per SOP			
		PC6. Rubber cushion which is kept on stand slowly unwind and apply rubber portion toward carcass side and poly portion up – do not remove at this time	4	2	2
		PC7. Kept uncured tread rubber with one side poly on stand	4	2	2
		PC8. Remove poly from the cushion which is applied on carcass pressure and use pressure roller to remove any trapped air/ void	7	2	5
		PC9. Unwind uncured pre-shaped tread rubber from roll keeping poly portion up. Hold both edge with hand and put on cleaned cushion rubber with small hand pressure	7	2	5
		PC10. Rotate carcass slowly and given small stretch to tread rubber while applying on top	5	2	3
		PC11. Apply tread Rubber uniformly covering full width and circumferentially	5	2	3
		PC12. For end joining of Uncured tread rubber cut edge at 45 Degree with the help of knife and join using pressure roller	5	2	3
		PC13. Use pressure roller to join perfect adhesion to cushion	5	2	3
		PC14. Remove trapped air if any with the help of poker and pressure stitcher	5	2	3
		PC15. Edge have to stitched properly	5	2	3
		PC16. With the help of lamp / light see the condition of inside portion of the tyre	5	2	3
		PC17. Put Ok stamp / marker and keep in suspended condition for next operation – ensure not to remove top poly until next operation	5	2	3
	Health & Safety	PC18. Avoid wearing loose shirt	2	0	2
		PC19. Optimal usage of solution	4	2	2
		PC20. Adhere to all safety norms (such as wearing protective gloves, masks and earplugs)	4	2	2
		PC21. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	2	2	0
			100	40	60
RSC/N5001 To Carry Out Housekeeping	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 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
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

RSC/N5002 To Carry Out Reporting And Documentat ion	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 and Documentation	PC4. Identify documentation to be completed relating to one's role	10	6	4
		PC5. Record details accurately an appropriate format	16	6	10
		PC6. Complete all documentation within stipulated time according to company procedure	14	4	10
		PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly	6	4	2
		PC8. Make sure documents are available to all appropriate authorities to inspect	6	4	2
	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
RSC/N5003 To Carry Out Quality Checks	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
RSC/N5004 To Carry Out Problem Identification And Escalation	Problem Identification	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
	Necessary Action	PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required)	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
	Problem Escalation	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