

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- Rubber Product Finishing Operator

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Tyre and Non-Tyre

OCCUPATION: Final Finish

REFERENCE ID: RSC/Q3201

ALIGNED TO: NCO-2015/8141.0800

Brief Job Description: A Rubber Product Finishing Operator is responsible to inspect the final finished product for any defect; hold defective pieces for repair /scrapping; provide final finishing and make them ready for storage in finished goods stores /send for dispatch.

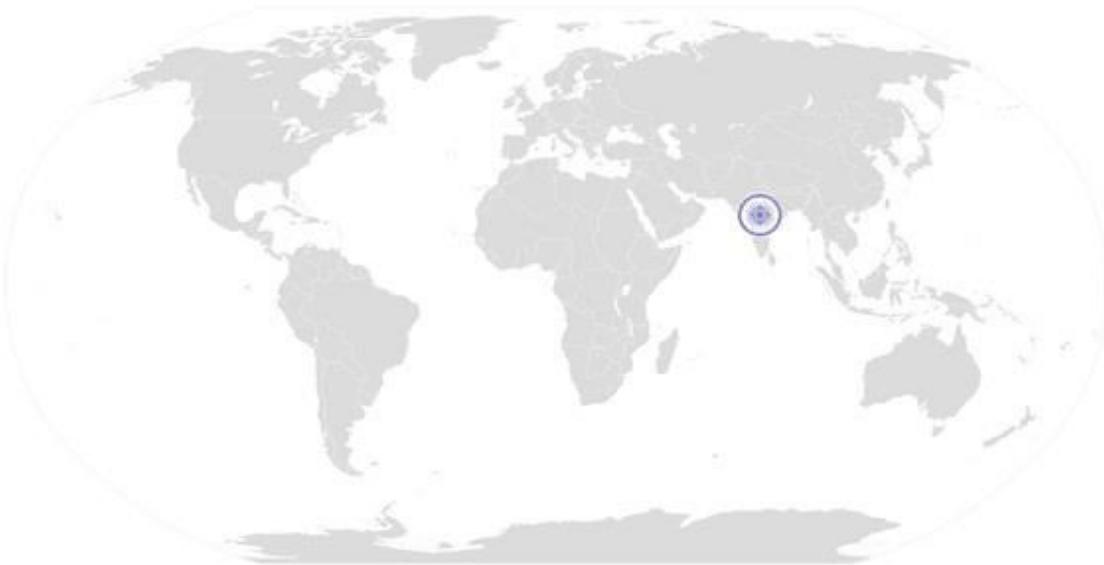
Personal Attributes: This job requires the individual to be attentive and demonstrate the attributes of a good examiner. A good observer having a focused mindset, he should seek perfection in carrying out final finishing of the product. An individual having an aptitude for learning should be able to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

Job Details	Qualifications Pack Code	RSC/Q3201		
	Job Role	Rubber Product Finishing Operator		
	Credits(NSQF)	TBD	Version number	2.0
	Sector	Rubber Manufacturing	Drafted on	02/12/2014
	Sub-sector	Tyre	Last reviewed on	23/08/2017
	Occupation	Final Finish	Next review date	23/08/2021
	NSQC Clearance on			

Job Role	Rubber Product Finishing Operator
Role Description	A Rubber Product Finishing Operator is responsible to inspect the product for any defect; hold defective pieces for repair /scrapping; provide final finishing OK products and make them ready for storage at finished goods stores/dispatch.
NSQF level	4
Minimum Educational Qualifications*	Class VIII th Pass
Maximum Educational Qualifications*	
Prerequisite License or Training	NA
Minimum Job Entry Age	18 years
Experience	Worked as a semi-skilled helper for minimum 12 months in the same or similar process
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> RSC/N3201 - Prepare material, tools and machine for finishing RSC/N1509 - Undertake finishing of tyres RSC/N3203 - Undertake finishing of non-tyre rubber products RSC/N5001 - Carry out housekeeping in rubber product manufacturing RSC/N5002 - Carry out reporting and documentation RSC/N5003 - Carry out quality checks RSC/N5004 - Carry out problem identification and escalation RSC/N5007 - Carry out health and safety
Performance Criteria	As described in the relevant OS units

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

National Occupational Standard



Overview

This unit is about preparing material, tools and machine for trimming, inspection and finishing of rubber products.

Prepare material, tools and machine for finishing

Unit Code	RSC/N3201
Unit Title (Task)	Prepare material, tools and machine for finishing
Description	This unit is about preparing material, tools and machine for trimming, inspection and finishing of rubber products.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Ensure availability of tools, machine, equipments and components required for trimming, buffing, inspection and finishing. • Maintain continuous flow of raw material, products for inspection and final finishing from curing and spot repair area • Ensure plant specification /SOP /customer specification is available • 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 all the required tools (trimming knives, buffer, portable light, eye glasses etc) are available, clean and in ready to use condition.</p> <p>PC2. Identify properly separate bins /storage area for OK and HOLD products</p> <p>PC3. Keep the hand tools ready before starting the finishing process</p> <p>PC4. Place the tools on a safe location</p> <p>PC5. Set parameters on the trimming machine and ensure machine is in working order</p>
Raw material appropriateness	<p>PC6. Arrange products in the designated area for inspection and finishing</p> <p>PC7. Maintain flow of products</p> <p>PC8. Ensure that the finishing paint/material to be used is lab released</p>
Health & Safety	<p>PC9. Ensure the use of certified/tested tools and machine and check their functioning.</p> <p>PC10. Adhere to all safety norms (such as wearing protective gloves and shoes).</p> <p>PC11. 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. Implications of poorly prepared tools and machine.</p> <p>KA2. Knowledge plant /SOP/Customer specification and its importance while conducting final finish operation</p> <p>KA3. Importance of identifying non-conforming materials and their storage.</p> <p>KA4. Risk and impact of not following defined procedures/work instructions.</p> <p>KA5. Escalation matrix for reporting identified problems</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>

Prepare material, tools and machine for finishing

	<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 hazard</p> <p>KA13. Impact of various practices on cost, quality, productivity, delivery and safety.</p> <p>KA14. Handover/Takeover of the equipment/work area as per the organizational SOP.</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Importance of proper maintenance of hand tools such as Knives, buffers etc.</p> <p>KB2. Technical knowledge of the product</p> <p>KB3. Working with finishing tools such as knife, scissor, paint etc</p> <p>KB4. Functioning of trimming machine</p> <p>KB5. Using the correct finishing tools.</p> <p>KB6. Various abnormalities and suitable response for abnormalities in equipment performance.</p> <p>KB7. Implications of delays in the preparation for finishing operation</p> <p>KB8. Types of defects leading to rejections and their reasons and possible solutions.</p> <p>KB9. Cleanliness and safety requirements for commencing finishing operation.</p> <p>KB10. Units of measurement.</p> <p>KB11. Response to injuries while handling knives</p> <p>KB12. Knowledge of first aid treatment to address any cut/injury</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 prepare tags</p> <p>SA2. Fill up appropriate forms and activity logs in required format of the company</p> <p>SA3. Perform basic mathematical operations</p>
	Reading Skills
	<p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA5. Read images, graphs, diagrams</p> <p>SA6. Understand the various coding systems as per company norms</p>
	Oral Communication
	<p>SA7. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA8. Respond appropriately to any queries</p> <p>SA9. Communicate with supervisor</p> <p>SA10. Communicate with upstream and downstream teams</p>
	Life Skills
Integrity	
<p>SA11. Practice honesty with respect to company property and time</p> <p>SA12. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA13. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust</p>	

Prepare material, tools and machine for finishing

	<p>Motivation</p> <p>SA14. Take responsibility for completing one’s own work assignment</p> <p>SA15. Take initiative to enhance/learn skills in ones’s area of work</p> <p>SA16. 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>SA17. Is open to new ways of doing things</p> <p>SA18. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p> <p>Reliability</p> <p>SA19. Avoid absenteeism</p> <p>SA20. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA21. Work in disciplined factory environment</p> <p>SA22. Be punctual</p>
B. Professional Skills	<p>Decision Making</p>
	<p>The individual needs to know and understand how to:</p> <p>SB1. Take a decision for any change/issue based on earlier successes(documented previous history)on similar issues</p> <p>SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material/chemical is developed replacing existing one.</p> <p>SB3. Make changes in cycle time due to improved process.</p> <p>SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management</p> <p>SB5. Consult the peer group and superiors to arrive at a favourable decision.</p> <p>SB6. Use of standard available problem solving techniques for decision making</p> <p>SB7. Review and analyze the process steps to check on system non adherence and non conformity</p> <p>SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making</p> <p>SB9. Take a calculated risk with minimum losses</p>
	<p>Plan and Organize</p> <p>SB10. Plan and organize the factors of production to execute the business plan</p> <p>SB11. Fix up tasks and allotment of the same</p> <p>SB12. Assign tasks to suitable persons</p> <p>SB13. Motivate them for better output and time bound completion of tasks</p>
	<p>Customer Centricity</p>
	<p>SB14. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required)</p> <p>SB15. Ensure that performance of his action/operation/activity does not lead to any divergence from the specified quality of the final product as required by the customer.</p> <p>SB16. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer.</p> <p>SB17. Communicate effectively to the superior/customer for any delay in supplies to the clients.</p> <p>SB18. Work towards fulfilling the customers requirement as per their demand.</p>

Prepare material, tools and machine for finishing

	SB19. In case of any complaint, ensure its timely resolution if the problem is emanating at his level
	SB20. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer.
	SB21. Maintain good/cordial relation with customers.
	SB22. Work on the feedback received from customer regarding the product.
	Problem Solving
	SB23. Interpret quality for sheet
	SB24. Suggest improvements(if any) in process/product/materials based on results and experience
Analytical Thinking	
SB25. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency	
SB26. Diagnose common problems in the machine based on visual inspection, sound, etc	
SB27. Suggest improvements(if any) in process based on experience	
Critical Thinking	
SB28. Seek clarification on problems from others	
SB29. Apply problem-solving approaches in different situations	
SB30. Refer anomalies to the line manager	



Prepare material, tools and machine for finishing

NOS Version Control

NOS Code	RSC/N3201		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre and Non-Tyre	Last reviewed on	23/08/2017
Occupation	Final finish	Next review date	23/08/2021



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National Occupational Standard



Overview

This unit is about carrying out finishing of tyres.

Undertake finishing of tyres

Unit Code	RSC/N1509
Unit Title (Task)	Undertake finishing of tyres
Description	This unit is about carrying out finishing of tyres.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Ensure and Inspect material and tools to trim ,apply final finish paint all incoming new tyres from curing , tyres repaired with minor buffing/ragging and tyres from the spot repair presses • Operate and arrange the final tyres for sending them to bonded warehouse • Ensure housekeeping and safety in the work area
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Material and Tools Readiness	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Ensure that tyres are arranged in the designated area for trimming, inspection and finishing</p> <p>PC2. Keep the hand tools (such as vent trimming and flash trimming knives) ready before starting the finishing process</p> <p>PC3. Check the functioning of trim machine</p> <p>PC4. Check availability of plant specification/SOP/customer specific information</p>
Operation	<p>PC5. Check the plant/SOP/Customer specific specification before commencing finishing operation</p> <p>PC6. Place the tyres on rotating table; trim tyre for all vents, trim bead area and Centre line flashes.</p> <p>PC7. Inspect the tyre for blemishes, run the finger near the bead area on the inside area of the tyre to check for any blows , blisters , cracks and lights</p> <p>PC8. Ensure safety and trim the vents while the tyre is rotating on vertical motorized vent trimmers. Once vents trim are complete, trim flashes and carry out inspection.</p> <p>PC9. Mark the blemish areas on the tyre , keep them in a separate area and inform Supervisor for corrective action</p> <p>PC10. Use soft buffing machine to remove surface blemish such as cracks , blisters and apply rag to camouflage the buffed area</p> <p>PC11. Carry out post cure painting of the tyre to improve the appearance</p> <p>PC12. Carry out the final finishing for OK products and mark the tyre with finishing operators assigned number for traceability</p> <p>PC13. Place the properly finished tyres ,code and size wise, in the designated area as per First in First out basis</p> <p>PC14. Handle the defective / scrapped tyre as per the procedures laid down by the technical department for review committee to analyse and dispose of the tyres</p> <p>PC15. Collect all waste material (trims and flashes) in the designated waste bins</p> <p>PC16. Maintenance of product traceability records of the tyre</p>
Housekeeping & Safety	<p>PC17. Handle safely of fork type trimming knife</p> <p>PC18. Work safely on the motorized vertical trim machines</p> <p>PC19. Avoid water, solvent and other materials on the inspection table/place</p> <p>PC20. Ensure all activities are carried out in a manner that does not cause risk of injury to himself/herself or others</p>

Undertake finishing of tyres

	<p>PC21. Handle the portable electric light torch properly to avoid any fire hazard due to presence of solvents – ensure safety mesh around the bulb to protect against breakage</p> <p>PC22. Ensure activities are carried out in a manner that does not cause damage to equipment</p> <p>PC23. Adhere to all safety norms (such as wearing protective gloves, masks and shoes).</p> <p>PC24. Comply with health, safety, environment guidelines, regulations etc in accordance with international/national standards or organizational standards (SOP)</p>
Knowledge and Understanding (K)	
<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. Importance of trimming, inspection and final finishing of the product.</p> <p>KA2. Organizational Coding system of products</p> <p>KA3. Material disposal procedure, importance of appropriate disposal of material and implications of not following the material disposal procedure</p> <p>KA4. Quality and damage checks to be done and importance of the same</p> <p>KA5. Knowledge of customer specific requirements to avoid rejects /scraps</p> <p>KA6. Importance of identifying non-conforming products.</p> <p>KA7. Risk and impact of not following defined procedures/work instructions</p> <p>KA8. Escalation matrix for reporting identified issues</p> <p>KA9. Types of documentation in organization and importance of the same</p> <p>KA10. Records to be maintained and implications of non-maintenance of the same</p> <p>KA11. Importance of housekeeping and good shop floor practices</p> <p>KA12. Health, Safety and Environment guidelines, legislation and regulations as applicable</p> <p>KA13. Importance of FIFO</p> <p>KA14. Personal protection (Which protective gear to be used and how)</p> <p>KA15. Impact of poor practices on health, safety and environment</p> <p>KA16. Impact of various practices on cost, quality, productivity, delivery and safety</p> <p>KA17. Handover/ Takeover the equipment/ work area as per company's SOP</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Proper working with trimming knife.</p> <p>KB2. Possible areas of defect in a tyre and properties of a good tyre</p> <p>KB3. Proper buffing of blemish area</p> <p>KB4. Proper cleaning of tyre and finishing</p> <p>KB5. Poor or wrong concentration of post cure cement</p> <p>KB6. Effect of neglecting any defect on the performance of tyre</p> <p>KB7. Trimming, inspection and finishing process for tyre</p> <p>KB8. Proper handling of tyres</p> <p>KB9. Proper usage of finishing tools such as knife, scissor, paint etc</p> <p>KB10. Working on motorized vertical trim machine.</p> <p>KB11. Procedure of dealing (application) with defective product</p> <p>KB12. Acceptance criteria of the tyre for inspection and allowed limit after repair / touched for any rework</p> <p>KB13. Process of proper cleaning, finishing and re-inspection</p> <p>KB14. Proper handling of finished tyres</p> <p>KB15. Method to finish / repair product to original and expectable level</p>

Undertake finishing of tyres

	<p>KB16. Importance of all documents for product tractability up on complaint or audits KB17. Proper marking of defects KB18. Importance of communicating defects to the Supervisor KB19. Product standards and specifications KB20. Implications of delays in the final finishing of product. KB21. Cleanliness and safety requirements for finishing of the product. KB22. Units of measurement. KB23. Importance of record maintenance KB24. Batch/Code marking techniques. KB25. Implications of inappropriate waste disposal.</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, prepare tags and express ideas through written communication SA2. Fill up appropriate forms and activity logs in required format of the company SA3. Perform basic mathematical operations and maintain records in given format</p>
	Reading Skills
	<p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA5. Read images, graphs, diagrams SA6. Understand the various coding systems as per company norms</p>
	Oral Communication
	<p>SA7. Express statements, opinions or information clearly so that others can hear and understand SA8. Understand instructional language of the organization SA9. Respond appropriately to any queries SA10. Communicate with supervisor SA11. Communicate with upstream and downstream teams</p>
	Life Skills
	Integrity
	<p>SA12. Practice honesty with respect to company property and time SA13. Communicate with people in a form and manner and using language that is open and respectful SA14. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust</p>
	Motivation
<p>SA15. Take responsibility for completing one's own work assignment SA16. Take initiative to enhance/learn skills in one's area of work SA17. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning. SA18. Is open to new ways of doing things SA19. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p>	

	<p>Reliability</p> <p>SA20. Avoid absenteeism</p> <p>SA21. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA22. Work in disciplined lab environment</p> <p>SA23. Be punctual</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The individual needs to know and understand how to:</p> <p>SB1. Take a decision for any change/issue based on earlier successes(documented previous history)on similar issues</p> <p>SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material/chemical is developed replacing existing one.</p> <p>SB3. Make changes in cycle time due to improved process.</p> <p>SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management</p> <p>SB5. Consult the peer group and superiors to arrive at a favourable decision.</p> <p>SB6. Use of standard available problem solving techniques for decision making</p> <p>SB7. Review and analyze the process steps to check on system non adherence and non conformity</p> <p>SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making</p> <p>SB9. Take a calculated risk with minimum losses</p>
	<p>Plan and Organize</p>
	<p>SB10. Plan and organize the factors of production to execute the business plan</p> <p>SB11. Fix up tasks and allotment of the same</p> <p>SB12. Assign tasks to suitable persons</p> <p>SB13. Motivate them for better output and time bound completion of tasks</p>
	<p>Customer Centricity</p>
	<p>SB14. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required)</p> <p>SB15. Ensure that performance of his action/operation/activity does not lead to any divergence from the specified quality of the final product as required by the customer.</p> <p>SB16. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer.</p> <p>SB17. Communicate effectively to the superior/customer for any delay in supplies to the clients.</p> <p>SB18. Work towards fulfilling the customers requirement as per their demand.</p> <p>SB19. In case of any complaint, ensure its timely resolution if the problem is emanating at his level</p> <p>SB20. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer.</p> <p>SB21. Maintain good/cordial relation with customers.</p> <p>SB22. Work on the feedback received from customer regarding the product.</p>
	<p>Problem Solving</p>

Undertake finishing of tyres

	SB23. Interpret quality for sheet SB24. Suggest improvements(if any) in process/product/materials based on results and experience
	Analytical Thinking
	SB25. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency SB26. Diagnose common problems in the machine based on visual inspection, sound, etc SB27. Suggest improvements(if any) in process based on experience
	Critical Thinking
	SB28. seek clarification on problems from others SB29. apply problem-solving approaches in different situations SB30. refer anomalies to the line manager



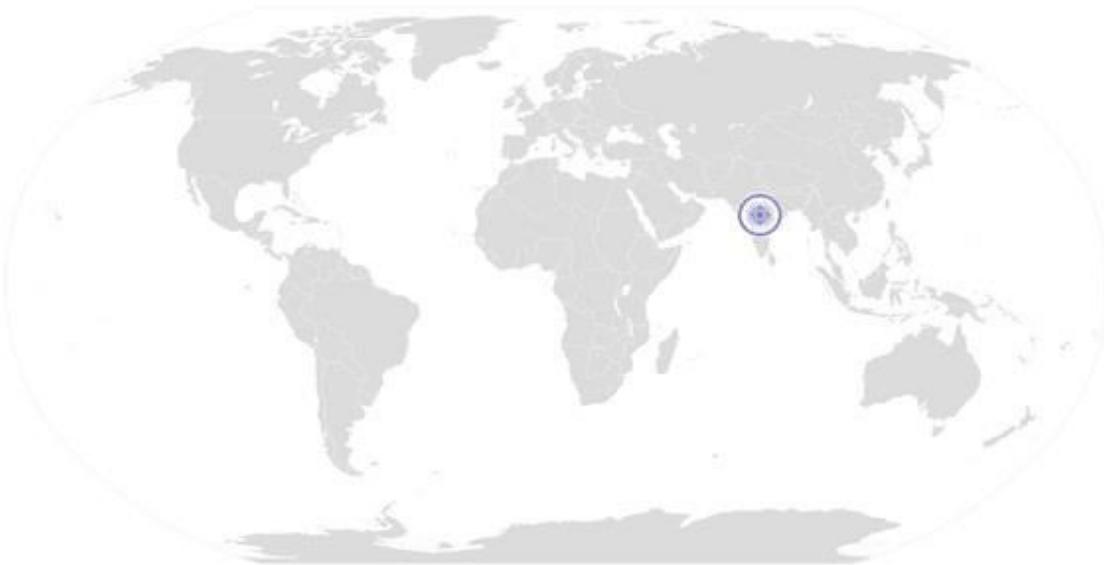
NOS Version Control

NOS Code	RSC/N1509		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre	Last reviewed on	23/08/2017
Occupation	Final finish	Next review date	23/08/2021



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National Occupational Standard



Overview

This unit is about carrying out finishing of non-tyre rubber products.

Undertake finishing of non-tyre rubber products

National Occupational Standard

Unit Code	RSC/N3203
Unit Title (Task)	Undertake finishing of non-tyre rubber products
Description	This unit is about carrying out finishing of non-tyre rubber products.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Check the products/sample products carefully for any defect • Ensure housekeeping and safety in the work area
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Operation (Product Inspection and Finishing)	To be competent, the user/individual on the job must be able to PC1. Check availability of plant specification/SOP/customer specific information PC2. Check the plant/SOP/Customer specific specification before commencing finishing operation PC3. Check the products/sample products carefully for any defect PC4. Mark the defect/problem areas on the product (or keep a record of defect detail), keep them in a separate area and inform Supervisor for corrective action PC5. Carry out the final finishing for the approved products PC6. Place the properly finished products as per the category in the designated area as per First in First out basis PC7. Get the shelf life procedures and museum product samples preservation done PC8. Handle the defective and scrapped product as per the procedures laid down by the technical department PC9. Collect all waste material in the designated waste bins PC10. Maintenance of product traceability records of the product to be shipped out
Housekeeping & Safety	PC11. Avoid water, oil and other materials on the inspection table/place PC12. Adhere to all safety norms (such as wearing protective gloves, masks and shoes). PC13. Comply with health, safety, environment guidelines, regulations etc in accordance with international/national standards or organizational standards (SOP)
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Importance of inspection and final finishing of the product. KA2. Knowledge of customer specific requirements to avoid rejects /scraps KA3. Organizational Coding system of products KA4. Material disposal procedure, importance of appropriate disposal of material and implications of not following the material disposal procedure KA5. Quality and damage checks to be done and importance of the same KA6. Importance of identifying non-conforming products. KA7. Risk and impact of not following defined procedures/work instructions KA8. Escalation matrix for reporting identified issues KA9. Types of documentation in organization and importance of the same KA10. Records to be maintained and implications of non-maintenance of the same KA11. Importance of housekeeping and good shop floor practices

Undertake finishing of non-tyre rubber products

	<p>KA12. Health, Safety and Environment guidelines, legislation and regulations as applicable</p> <p>KA13. Personal protection (Which protective gear to be used and how)</p> <p>KA14. Impact of poor practices on health, safety and environment</p> <p>KA15. Impact of various practices on cost, quality, productivity, delivery and safety</p> <p>KA16. Handover/ Takeover the equipment/ work area as per company's SOP</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Technical knowledge of the product</p> <p>KB2. Working with finishing tools such as knife, scissor, paint etc</p> <p>KB3. Procedure of dealing (application) with defective product</p> <p>KB4. Acceptance criteria of the product for inspection and allowed limit after repair / touched for any rework</p> <p>KB5. Process of proper cleaning, finishing and re-inspection</p> <p>KB6. Effect of neglecting any defect on the performance of product</p> <p>KB7. Thoroughly the inspection procedure and finishing process of the product</p> <p>KB8. Proper handling of finished products</p> <p>KB9. Method to finish / repair product to original and expectable level</p> <p>KB10. Importance of all documents for product tractability up on complaint or audits</p> <p>KB11. Shelf life procedures and museum product samples preservation</p> <p>KB12. Batch/code marking</p> <p>KB13. Processing standards and specifications</p> <p>KB14. Proper handling of rubber products</p> <p>KB15. Implications of delays in the final finishing of product.</p> <p>KB16. Cleanliness and safety requirements for finishing of the product.</p> <p>KB17. Units of measurement.</p> <p>KB18. Knowledge of appropriate batch sizes with respect to product.</p> <p>KB19. Importance of record maintenance</p> <p>KB20. Batch/Code marking techniques.</p> <p>KB21. Implications of inappropriate waste disposal.</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences, prepare tags and express ideas through written communication</p> <p>SA2. Fill up appropriate forms and activity logs in required format of the company</p> <p>SA3. Perform basic mathematical operations and maintain records in given format</p> <p>Reading Skills</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA5. Read images, graphs, diagrams</p> <p>SA6. Understand the various coding systems as per company norms</p> <p>Oral Communication</p>

Undertake finishing of non-tyre rubber products

	<p>SA7. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA8. Understand instructional language of the organization</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p>
	<p>Life Skills</p>
	<p>Integrity</p> <p>SA12. Practice honesty with respect to company property and time</p> <p>SA13. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA14. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust</p> <p>Motivation</p> <p>SA15. Take responsibility for completing one’s own work assignment</p> <p>SA16. Take initiative to enhance/learn skills in ones’s area of work</p> <p>SA17. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one’s learning.</p> <p>SA18. Is open to new ways of doing things</p> <p>SA19. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p> <p>Reliability</p> <p>SA20. Avoid absenteeism</p> <p>SA21. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA22. Work in disciplined lab environment</p> <p>SA23. Be punctual</p>
B. Professional Skills	<p>Decision Making</p>
	<p>The individual needs to know and understand how to:</p> <p>SB1. Take a decision for any change/issue based on earlier successes(documented previous history)on similar issues</p> <p>SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material/chemical is developed replacing existing one.</p> <p>SB3. Make changes in cycle time due to improved process.</p> <p>SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management</p> <p>SB5. Consult the peer group and superiors to arrive at a favourable decision.</p> <p>SB6. Use of standard available problem solving techniques for decision making</p> <p>SB7. Review and analyze the process steps to check on system non adherence and non conformity</p> <p>SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making</p> <p>SB9. Take a calculated risk with minimum losses</p>
	<p>Plan and Organize</p> <p>SB10. Plan and organize the factors of production to execute the business plan</p> <p>SB11. Fix up tasks and allotment of the same</p>

Undertake finishing of non-tyre rubber products

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

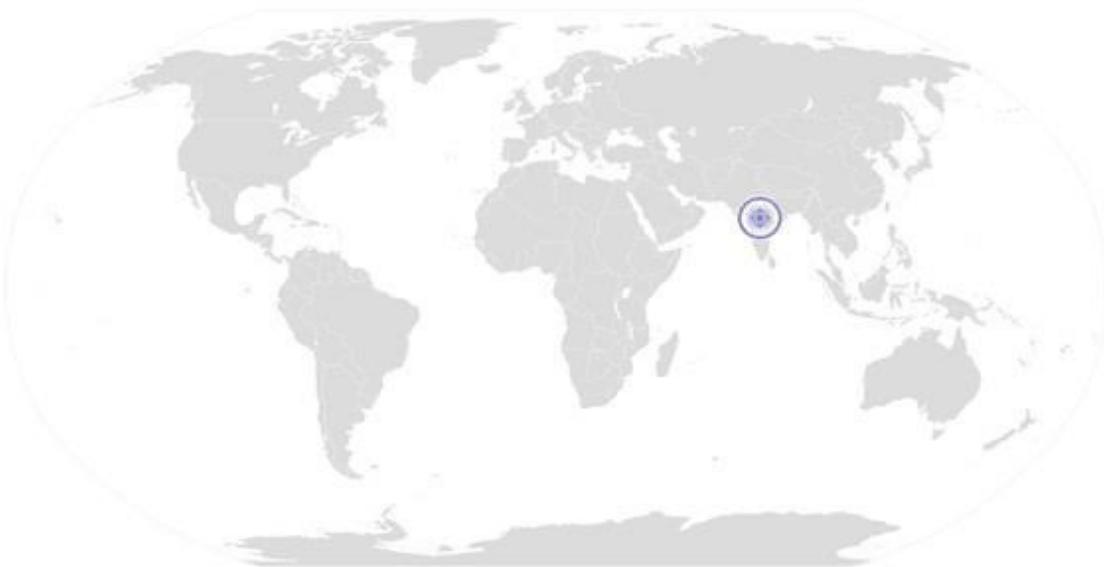
NOS Version Control

NOS Code	RSC/N3203		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Non-Tyre	Last reviewed on	23/08/2017
Occupation	Final finish	Next review date	23/08/2021



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National Occupational Standard



Overview

This unit is about carrying out housekeeping

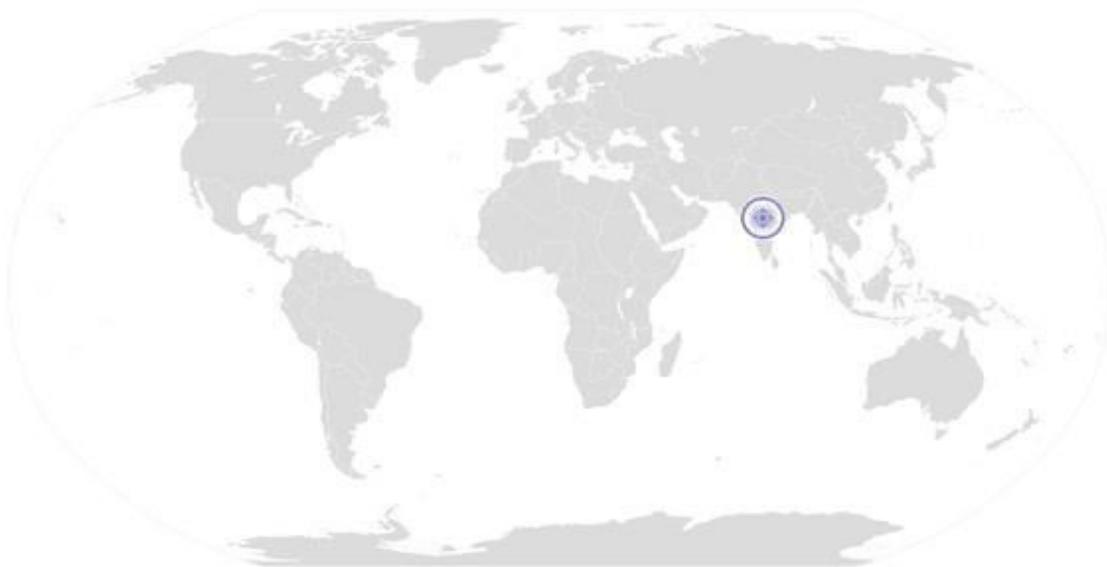
Unit Code	RSC/N5001
Unit Title (Task)	Carry out housekeeping in rubber product manufacturing
Description	This unit is about carrying out housekeeping activities
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Preparing for housekeeping activities • Carry out housekeeping operation • Post housekeeping activities • General
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Pre housekeeping activities	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Inspect the area while taking into account various surfaces PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain PC3. Ensure that the cleaning equipment is in proper working condition PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces PC6. Inform the affected people about the cleaning activity PC7. Display the appropriate signage for the work being conducted PC8. Ensure that there is adequate ventilation for the work being carried out PC9. Wear the personal protective equipment required for the cleaning method and materials being used
Operations	<ul style="list-style-type: none"> PC10. Use the correct cleaning method for the work area, type of soiling and surface PC11. Carry out cleaning activity without disturbing others PC12. Deal with accidental damage, if any, caused while carrying out the work PC13. Report to the appropriate person any difficulties in carrying out your work PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill
Post housekeeping activities	<ul style="list-style-type: none"> PC15. Ensure that there is no oily substance on the floor to avoid slippage PC16. Ensure that no scrap material is lying around PC17. Maintain and store housekeeping equipment and supplies PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements PC20. Return the equipment, materials and personal protective equipment that

	<p>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>
General	<p>PC23. Maintain schedules and records for housekeeping duty</p> <p>PC24. Replenish any necessary supplies or consumables</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Importance of learning proper procedures and techniques</p> <p>KA2. Implications of not following the organizational requirement for approval for undertaking the specific task</p> <p>KA3. Importance of completing the activities as per the schedule</p> <p>KA4. Implications of not following the defined procedures/work instructions</p> <p>KA5. Importance of team work</p> <p>KA6. Health, Safety and Environment guidelines, legislation and regulations as applicable</p> <p>KA7. Actions to be taken in case of non-conformity to behavioral standards of the organization</p> <p>KA8. Impact of poor practices on the individual's and organization's performance</p> <p>KA9. Importance of optimal utilization of resources</p> <p>KA10. Importance of providing feedback for improvement</p> <p>KA11. Importance of indigenous knowledge for evolving/adopting operation specific practices</p> <p>KA12. Rectification/solution of problems/conflicts for the smooth functioning of the organization</p> <p>KA13. Importance of documentation/reporting as per guidelines and procedures</p> <p>KA14. Knowledge of do's and don'ts (company's HR instructions)</p> <p>KA15. Importance of attending trouble shooting</p> <p>KA16. Importance of subject learning/ training</p> <p>KA17. Importance of Product and its application</p>
B. Technical Knowledge	<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</p>

	<p>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>
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 Skills
	<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
<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>	
B. Professional Skills	Decision Making
	<p>The individual needs to know and understand how to:</p>

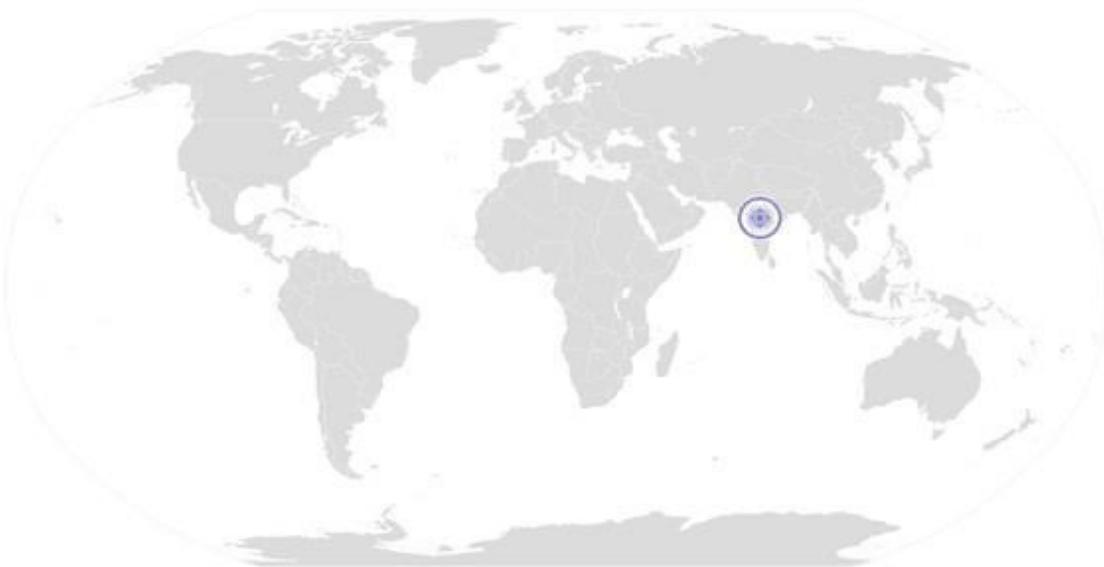
	<p>SB1. Take a decision for any change/issue based on earlier successes(documented previous history)on similar issues</p> <p>SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material/chemical is developed replacing existing one.</p> <p>SB3. Make changes in cycle time due to improved process.</p> <p>SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management</p> <p>SB5. Consult the peer group and superiors to arrive at a favourable decision.</p> <p>SB6. Use of standard available problem solving techniques for decision making</p> <p>SB7. Review and analyze the process steps to check on system non adherence and non conformity</p> <p>SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making</p> <p>SB9. Take a calculated risk with minimum losses</p>
	Plan and Organize
	<p>SB10. Plan and organize the factors of production to execute the business plan</p> <p>SB11. Fix up tasks and allotment of the same</p> <p>SB12. Assign tasks to suitable persons</p> <p>SB13. Motivate them for better output and time bound completion of tasks</p>
	Customer Centricity
	<p>SB14. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required)</p> <p>SB15. Ensure that performance of his action/operation/activity does not lead to any divergence from the specified quality of the final product as required by the customer.</p> <p>SB16. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer.</p> <p>SB17. Communicate effectively to the superior/customer for any delay in supplies to the clients.</p> <p>SB18. Work towards fulfilling the customers requirement as per their demand.</p> <p>SB19. In case of any complaint, ensure its timely resolution if the problem is emanating at his level</p> <p>SB20. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer.</p> <p>SB21. Maintain good/cordial relation with customers.</p> <p>SB22. Work on the feedback received from customer regarding the product.</p>
	Problem Solving
	<p>SB23. Interpret quality for sheet</p> <p>SB24. Suggest improvements(if any) in process/product/materials based on results and experience</p>

	Analytical Thinking
	SB25. Proper collection of waste material SB26. Identify defects in the material and communicate it at the earliest and suggest improvements(if any) in process/material based on experience
	Critical Thinking
	SB27. Seek clarification on problems from others SB28. Apply problem-solving approaches in different situations SB29. Refer anomalies to the line manager

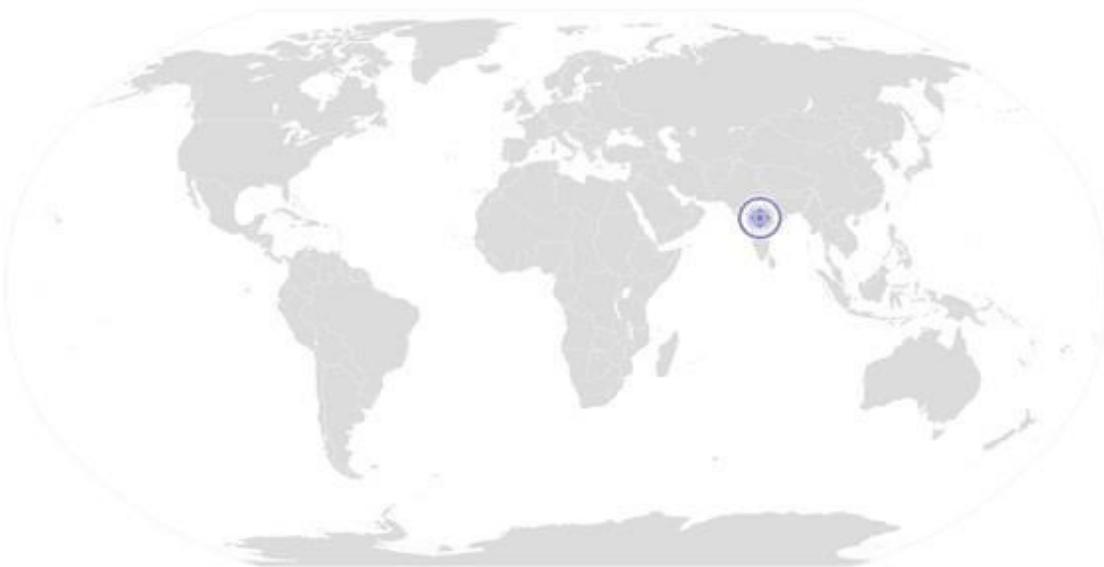


NOS Version Control

NOS Code	RSC/N5001		
Credits(NSQF)	TBD	Version number	
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre	Last reviewed on	23/08/2017
Occupation	Final Finish	Next review date	23/08/2021



National Occupational Standard



Overview

This unit is about reporting and documentation

Unit Code	RSC/N5002
Unit Title (Task)	Carry out reporting and documentation
Description	This unit is about carrying out reporting and documentation
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Reporting • 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 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. Ensure documents are available to all appropriate authorities to inspect
Information Security	PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures PC10. Inform the appropriate authority of requests for information received
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Importance of learning proper procedures and techniques KA2. Implications of not following the organizational requirement for approval for undertaking the specific task KA3. Importance of completing the activities as per the schedule KA4. Implications of not following the defined procedures/work instructions KA5. Importance of team work KA6. Health, Safety and Environment guidelines, legislation and regulations as applicable KA7. Actions to be taken in case of non-conformity to behavioral standards of the organization KA8. Impact of poor practices on the individual's and organization's performance KA9. Importance of optimal utilization of resources KA10. Importance of providing feedback for improvement KA11. Importance of indigenous knowledge for evolving/adopting operation specific practices

Carry Out Reporting And Documentation

	<p>KA12. Rectification/solution of problems/conflicts for the smooth functioning of the organization</p> <p>KA13. Importance of documentation/reporting as per guidelines and procedures</p> <p>KA14. Knowledge of do's and don'ts (company's HR instructions)</p> <p>KA15. Importance of attending trouble shooting</p> <p>KA16. Importance of subject learning/ training</p> <p>KA17. Importance of Product and its application</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different methods of recording information</p> <p>KB2. Various documents that need to be maintained</p> <p>KB3. Company procedure for filling/maintaining up the documents</p> <p>KB4. Procedures for reporting to the appropriate authority</p> <p>KB5. Procedures for recording damage, breakages etc</p> <p>KB6. Reporting incidents where standard operating procedures are not followed</p> <p>KB7. The importance of complete and accurate documentation</p> <p>KB8. How to maintain complete documentation accurately and within agreed 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>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p> <p>Reading Skills</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p> <p>Oral Communication</p>

Carry Out Reporting And Documentation

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

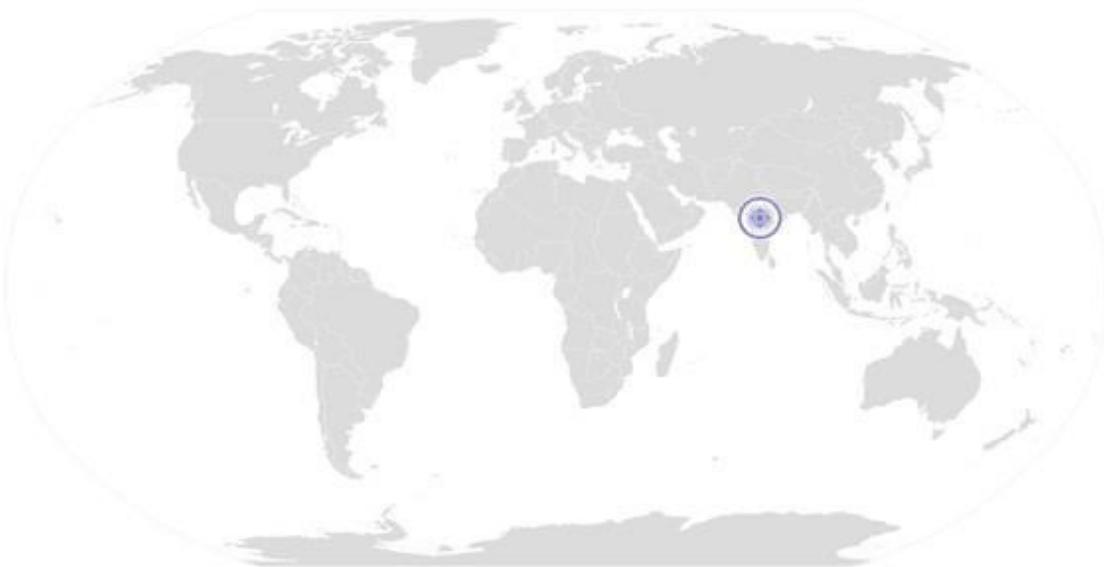
Carry Out Reporting And Documentation

	SB20. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer.
	SB21. Maintain good/cordial relation with customers.
	SB22. Work on the feedback received from customer regarding the product.
	Problem Solving
	SB23. Interpret quality for sheet
	SB24. Suggest improvements(if any) in process/product/materials based on results and experience
	Analytical Thinking
	SB25. Proper collection of waste material
SB26. Identify defects in the material and communicate it at the earliest and suggest improvements(if any) in process/material based on experience	
Critical Thinking	
SB27. Seek clarification on problems from others	
SB28. Apply problem-solving approaches in different situations	
SB29. Refer anomalies to the line manager	

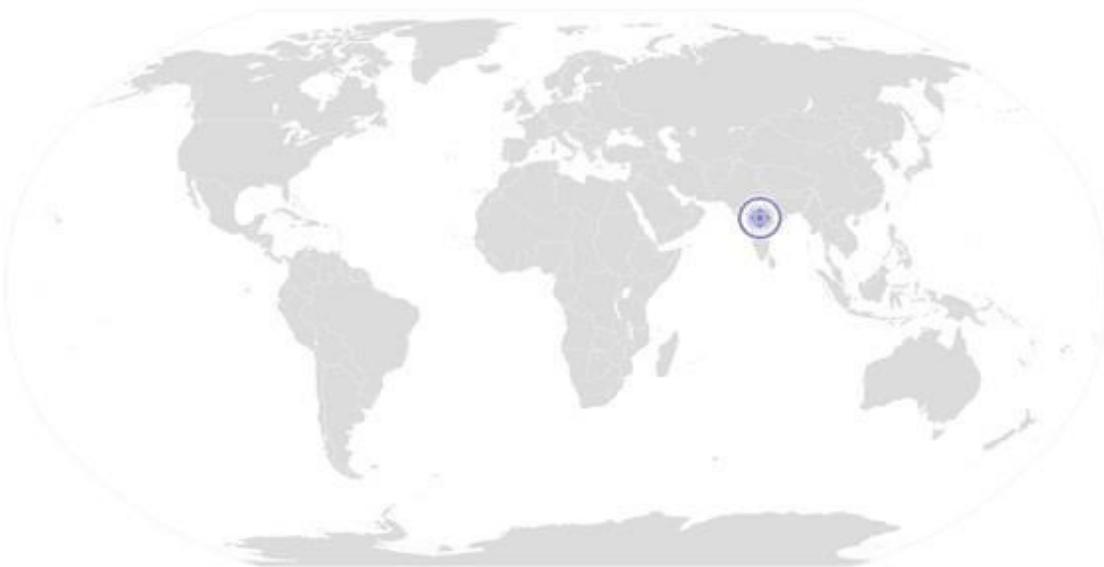


NOS Version Control

NOS Code	RSC/N5002		
Credits(NSQF)	TBD	Version number	
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre	Last reviewed on	23/08/2017
Occupation	Final Finish	Next review date	23/08/2021



National Occupational Standard



Overview

This unit is about carrying out quality checks

Unit Code	RSC/N5003
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"> • Inspection • Analysis • Reporting
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. Evaluate 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 the results of the 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)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Importance of learning proper procedures and techniques</p> <p>KA2. Implications of not following the organizational requirement for approval for undertaking the specific task</p> <p>KA3. Importance of completing the activities as per the schedule</p> <p>KA4. Implications of not following the defined procedures/work instructions</p> <p>KA5. Importance of team work</p> <p>KA6. Health, Safety and Environment guidelines, legislation and regulations as applicable</p> <p>KA7. Actions to be taken in case of non-conformity to behavioral standards of the</p>

	<p>organization</p> <p>KA8. Impact of poor practices on the individual's and organization's performance</p> <p>KA9. Importance of optimal utilization of resources</p> <p>KA10. Importance of providing feedback for improvement</p> <p>KA11. Importance of indigenous knowledge for evolving/adopting operation specific practices</p> <p>KA12. Rectification/solution of problems/conflicts for the smooth functioning of the organization</p> <p>KA13. Importance of documentation/reporting as per guidelines and procedures</p> <p>KA14. Knowledge of do's and don'ts (company's HR instructions)</p> <p>KA15. Importance of attending trouble shooting</p> <p>KA16. Importance of subject learning/ training</p> <p>KA17. Importance of Product and its application</p>
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 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	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p> <p>Reading Skills</p>

	<p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
	<p>Oral Communication</p>
	<p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The individual needs to know and understand how to:</p> <p>SB1. Take a decision for any change/issue based on earlier successes(documented previous history)on similar issues</p> <p>SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material/chemical is developed replacing existing one.</p> <p>SB3. Make changes in cycle time due to improved process.</p> <p>SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management</p> <p>SB5. Consult the peer group and superiors to arrive at a favourable decision.</p> <p>SB6. Use of standard available problem solving techniques for decision making</p> <p>SB7. Review and analyze the process steps to check on system non adherence and non conformity</p> <p>SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making</p> <p>SB9. Take a calculated risk with minimum losses</p>
	<p>Plan and Organize</p>
	<p>SB10. Plan and organize the factors of production to execute the business plan</p> <p>SB11. Fix up tasks and allotment of the same</p> <p>SB12. Assign tasks to suitable persons</p> <p>SB13. Motivate them for better output and time bound completion of tasks</p>
	<p>Customer Centricity</p>
	<p>SB14. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required)</p> <p>SB15. Ensure that performance of his action/operation/activity does not lead to any divergence from the specified quality of the final product as required by the customer.</p> <p>SB16. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer.</p>

Carry Out Quality Checks

	SB17. Communicate effectively to the superior/customer for any delay in supplies to the clients.
	SB18. Work towards fulfilling the customers requirement as per their demand.
	SB19. In case of any complaint, ensure its timely resolution if the problem is emanating at his level
	SB20. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer.
	SB21. Maintain good/cordial relation with customers.
	SB22. Work on the feedback received from customer regarding the product.
	Problem Solving
	SB23. Interpret quality for sheet
	SB24. Suggest improvements(if any) in process/product/materials based on results and experience
	Analytical Thinking
SB25. Proper collection of waste material	
SB26. Identify defects in the material and communicate it at the earliest and suggest improvements(if any) in process/material based on experience	
Critical Thinking	
SB27. Seek clarification on problems from others	
SB28. Apply problem-solving approaches in different situations	
SB29. Refer anomalies to the line manager	

NOS Code	RSC/N5003		
Credits(NSQF)	TBD	Version number	
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre	Last reviewed on	23/08/2017
Occupation	Final Finish	Next review date	23/08/2021



National Occupational Standard



Overview

This unit is about problem identification and escalation

Unit Code	RSC/N5004
Unit Title (Task)	Carry out problem identification and escalation
Description	This unit is about problem identification and escalation
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Problem Identification • Necessary Action • Problem Escalation
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Problem Identification	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Identify defects/indicators of problems PC2. Identify any wrong practices that may lead to problems PC3. Identify practices that may impact the final product quality PC4. Identify if the problem has occurred before PC5. Identify other operations that might be impacted by the problem PC6. Ensure that no delays are caused as a result of failure to escalate problems
Necessary Action	<ul style="list-style-type: none"> PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required) PC8. Consider possible reasons for identification of problems PC9. Consider applicable corrections and formulate corrective action PC10. Formulate action in a timely manner PC11. Communicate problem/remedial action to appropriate parties PC12. Take corrective action in a timely manner PC13. Take corrective action for problems identified according to the company procedures PC14. Report/document problem and corrective action in an appropriate manner PC15. Monitor corrective action PC16. Evaluate implementation of corrective action taken to determine if the problem has been resolved PC17. Ensure that corrective action selected is viable and practical PC18. Ensure that correct solution is identified to an identified problem PC19. Take corrective action for problems identified according to the company procedures PC20. Ensure that no delays are caused as a result of failure to take necessary action
Problem Escalation	<ul style="list-style-type: none"> PC21. Escalate problem as per laid down escalation matrix PC22. Escalate the problem within stipulated time PC23. Escalate the problem in an appropriate manner PC24. Ensure that no delays are caused as a result of failure to escalate problems
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Importance of learning proper procedures and techniques KA2. Implications of not following the organizational requirement for approval for undertaking the specific task KA3. Importance of completing the activities as per the schedule

Carry Out Problem Identification And Escalation

its processes)	KA4. Implications of not following the defined procedures/work instructions KA5. Importance of team work KA6. Health, Safety and Environment guidelines, legislation and regulations as applicable KA7. Actions to be taken in case of non-conformity to behavioral standards of the organization KA8. Impact of poor practices on the individual's and organization's performance KA9. Importance of optimal utilization of resources KA10. Importance of providing feedback for improvement KA11. Importance of indigenous knowledge for evolving/adopting operation specific practices KA12. Rectification/solution of problems/conflicts for the smooth functioning of the organization KA13. Importance of documentation/reporting as per guidelines and procedures KA14. Knowledge of do's and don'ts (company's HR instructions) KA15. Importance of attending trouble shooting KA16. Importance of subject learning/ training KA17. Importance of Product and its application
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Indicators of problems KB2. The working of the equipment and accessories(if applicable) KB3. The impact of operations on the user and equipment(if applicable) KB4. The impact of operations on the final product (if applicable) KB5. The effect of not rectifying the problems identified KB6. The reason for the occurrence of previous problems KB7. Measures and steps that have been taken to address the previous problems KB8. Possible solutions for various problems KB9. The correct method for carrying out corrective actions outlined for each problem KB10. The impact of not carrying out the corrective actions KB11. The documentation procedure for recording such problems, as per company norms KB12. The escalation matrix for reporting problems KB13. Escalation matrix for reporting unresolved problems KB14. The time frame within which in which each problem needs to be escalated KB15. Manner in which each problem needs to be escalated
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes

	Reading Skills
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams SA7. Understand the various coding systems as per company norms
	Oral Communication
	SA8. Express statements, opinions or information clearly so that others can hear and understand SA9. Respond appropriately to any queries SA10. Communicate with supervisor SA11. Communicate with upstream and downstream teams
B. Professional Skills	Decision Making
	The individual needs to know and understand how to: SB1. Take a decision for any change/issue based on earlier successes(documented previous history)on similar issues SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material/chemical is developed replacing existing one. SB3. Make changes in cycle time due to improved process. SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management SB5. Consult the peer group and superiors to arrive at a favourable decision. SB6. Use of standard available problem solving techniques for decision making SB7. Review and analyze the process steps to check on system non adherence and non conformity SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making SB9. Take a calculated risk with minimum losses
	Plan and Organize
	SB10. Plan and organize the factors of production to execute the business plan SB11. Fix up tasks and allotment of the same SB12. Assign tasks to suitable persons SB13. Motivate them for better output and time bound completion of tasks
	Customer Centricity
	SB14. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required) SB15. Ensure that performance of his action/operation/activity does not lead to any divergence from the specified quality of the final product as required by the customer. SB16. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer.

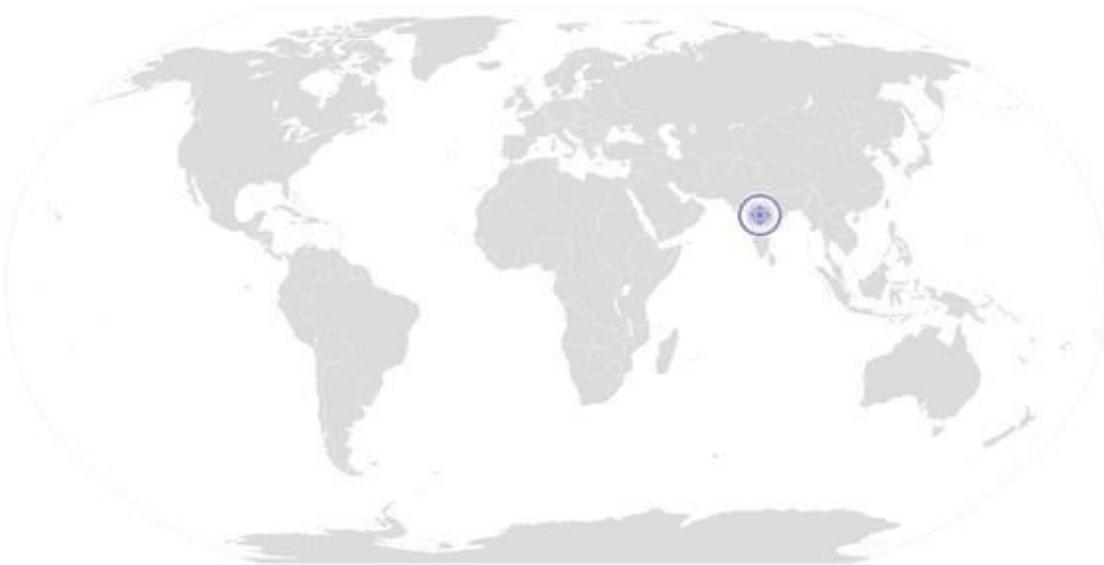
Carry Out Problem Identification And Escalation

	SB17. Communicate effectively to the superior/customer for any delay in supplies to the clients.
	SB18. Work towards fulfilling the customers requirement as per their demand.
	SB19. In case of any complaint, ensure its timely resolution if the problem is emanating at his level
	SB20. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer.
	SB21. Maintain good/cordial relation with customers.
	SB22. Work on the feedback received from customer regarding the product.
	Problem Solving
	SB23. Interpret quality for sheet
	SB24. Suggest improvements(if any) in process/product/materials based on results and experience
	Analytical Thinking
SB25. Proper collection of waste material	
SB26. Identify defects in the material and communicate it at the earliest and suggest improvements(if any) in process/material based on experience	
Critical Thinking	
SB27. Seek clarification on problems from others	
SB28. Apply problem-solving approaches in different situations	
SB29. Refer anomalies to the line manager	

Carry Out Problem Identification And Escalation

NOS Version Control

NOS Code	RSC/N5004		
Credits(NSQF)	TBD	Version number	
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre	Last reviewed on	23/08/2017
Occupation	Final Finish	Next review date	23/08/2021



National Occupational Standard



Overview

This unit is about health & safety

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

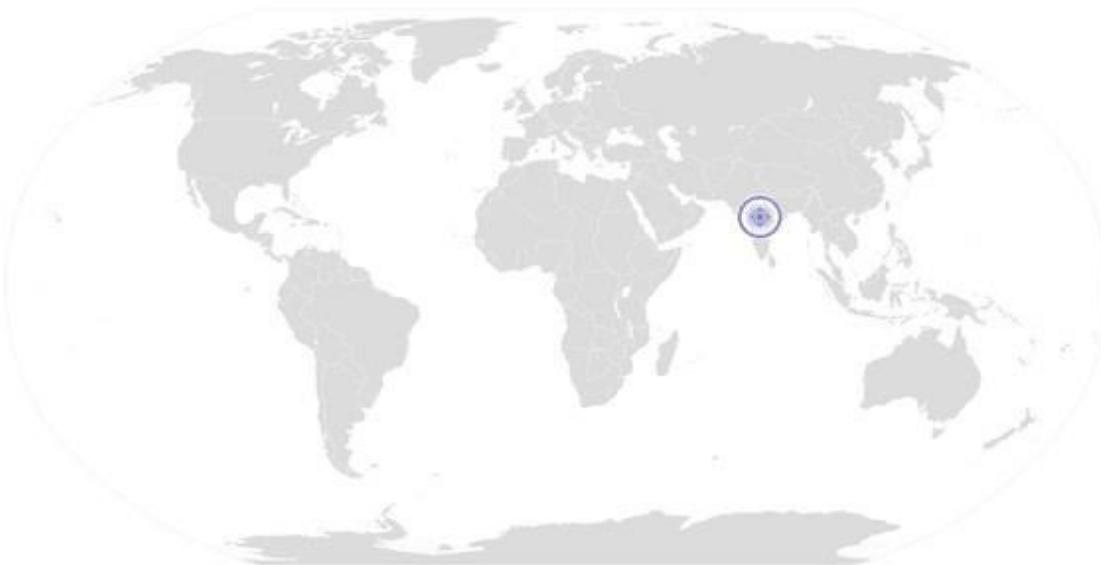
	<p>aid equipment as appropriate</p> <p>PC16. Dispose off medical waste in accordance with workplace requirements</p> <p>PC17. Report details of first aid administered in accordance with work place procedures.</p>
Maintain standard safety procedures at the workplace	<p>PC18. Comply with general safety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

	<p>KB8. Use of hazardous materials, tools and equipments</p> <p>KB9. Emergency evacuation and first aid procedures to be followed</p> <p>KB10. Personal hygiene and fitness requirements</p> <p>KB11. General duties under the relevant health and safety legislation</p> <p>KB12. What personal protective equipment and clothing should be worn and how it is cared for</p> <p>KB13. The correct and safe way to use materials and equipment required for work</p> <p>KB14. The importance of good housekeeping in the workplace</p> <p>KB15. Safe disposal methods for waste</p> <p>KB16. Methods for minimizing environmental damage during work</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The individual on the job needs to know and understand how to:
	<p>SA1. Record data which are required for record keeping purpose</p> <p>SA2. Report problems to the appropriate person in a timely manner</p> <p>SA3. Write descriptions and details about incidents in reports</p>
	Reading Skills
	<p>SA4. Read instruction manuals for hand tools and equipment</p> <p>SA5. Read instructions on work orders and procedures</p>
	Oral Communication
<p>SA6. Receive instructions and seek advice from superiors</p> <p>SA7. Communicate clearly and effectively with others</p>	
B. Professional Skills	Decision Making
	<p>To be competent, the individual must be able to:</p> <p>SB1. Take a decision for any change/issue based on earlier successes(documented previous history)on similar issues</p> <p>SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material/chemical is developed replacing existing one.</p> <p>SB3. Make changes in cycle time due to improved process.</p> <p>SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management</p> <p>SB5. Consult the peer group and superiors to arrive at a favourable decision.</p> <p>SB6. Use of standard available problem solving techniques for decision making</p> <p>SB7. Review and analyze the process steps to check on system non adherence and non conformity</p> <p>SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making</p>

	SB9. Take a calculated risk with minimum losses
	Plan and Organize
	SB10. Schedule daily activities and drawing up priorities; allocate start times, estimation of completion times and materials, equipment and assistance required for completion.
	Customer Centricity
	SB11. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required)
	SB12. Ensure that performance of his action/operation/activity does not lead to any divergence from the specified quality of the final product as required by the customer.
	SB13. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer.
	SB14. Communicate effectively to the superior/customer for any delay in supplies to the clients.
	SB15. Work towards fulfilling the customers requirement as per their demand.
	SB16. In case of any complaint, ensure its timely resolution if the problem is emanating at his level
	SB17. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer.
	SB18. Maintain good/cordial relation with customers.
	SB19. Work on the feedback received from customer regarding the product.
	Problem Solving
	SB20. Use first aid treatment in case of any injury/accident.
	Analytical Thinking
	SB21. Monitor and maintain the condition of tools and equipment
	SB22. Assess situation & identify appropriate control measures
	Critical Thinking
	SB23. Act, communicate and report in emergency situation

NOS Version Control

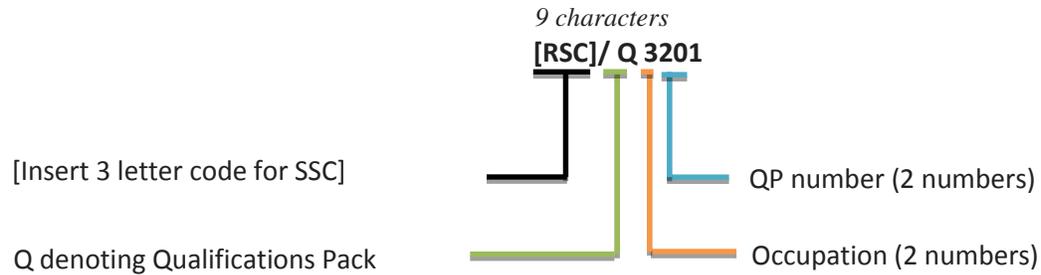
NOS Code	RSC/N5007		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre	Last reviewed on	23/08/2017
Occupation	Final Finish	Next review date	23/08/2021



Annexure

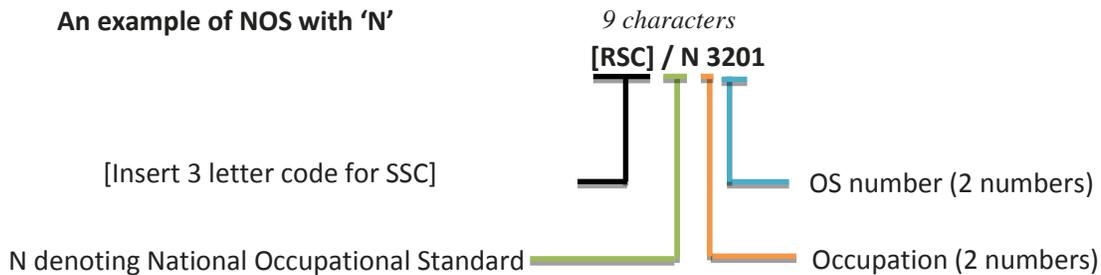
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



[Back to top...](#)

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

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

Sequence	Description	Example
Three letters	Industry name	[RSC]
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	32
Next two numbers	OS number	01

Criteria For Assessment Of Trainees

Job Role: Rubber Product Finishing Operator

Qualification Pack Code: RSC/Q3201

Sector Skill Council: Rubber Skill Development Council

Guidelines for Assessment

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

NOS	Performance Criteria		Total	Theory	Practical
RSC/N3201 Prepare material, tools and machine for finishing	PC1. Ensure that all the required tools (trimming knives, buffer, portable light, eye glasses etc) are available, clean and in ready to use condition.	100	10	4	6
	PC2. Have properly identified separate bins /storage area for OK and HOLD products		10	6	4
	PC3. Keep the hand tools ready before starting the finishing process		10	6	4
	PC4. Place the tools on a safe location		10	6	4
	PC5. Set parameters on the trimming machine and ensure machine is in working order		12	7	5
	PC6. Arrange products in the designated area for inspection and finishing		9	5	4
	PC7. Maintain flow of products		10	6	4
	PC8. Ensure that the finishing paint/material to be used is lab released		9	5	4
	PC9. Ensure the use of certified/tested tools and machine and check their functioning.		10	5	5
	PC10. Adhere to all safety norms (such as wearing protective gloves and shoes).		5	5	0
	PC11. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		5	5	0
Total		100	60	40	
RSC/N1509 Undertake finishing of tyres	PC1. Arrange tyres in the designated area for trimming, inspection and finishing	100	4	2	2
	PC2. Keep the hand tools (such as vent trimming and flash trimming knives) ready before starting the finishing process		4	2	2

	PC3. Check the functioning of trim machine		4	2	2
	PC4. Availability of plant specification/SOP/customer specific information		6	4	2
	PC5. Check the plant/SOP/Customer specific specification before commencing finishing operation		6	4	2
	PC6. Place the tyres on rotating table; trim tyre for all vents, trim bead area and Centre line flashes.		5	2	3
	PC7. Inspect the tyre for blemishes, run the finger near the bead area on the inside area of the tyre to check for any blows , blisters , cracks and lights		5	2	3
	PC8. On vertical motorized vent trimmers, ensure safety and trim the vents while the tyre is rotating. Once vents trim are complete, trim flashes and carry out inspection as mentioned above (PC2).		5	2	3
	PC9. Mark the blemish areas on the tyre , keep them in a separate area and inform Supervisor for corrective action		5	2	3
	PC10. Use soft buffing machine to remove surface blemish such as cracks , blisters and apply rag to camouflage the buffed area		5	2	3
	PC11. Carry out post cure painting of the tyre to improve the appearance		5	2	3
	PC12. Carry out the final finishing for OK products and mark the tyre with finishing operators assigned number for traceability		5	2	3
	PC13. Place the properly finished tyres ,code and size wise, in the designated area as per First in First out basis		5	2	3
	PC14. Handle the defective / scrapped tyre as per the procedures laid down by the technical department for review committee to analyse and dispose of the tyres		2	1	1
	PC15. Collect all waste material (trims and flashes) in the designated waste bins		5	2	3
	PC16. Maintenance of product traceability records of the tyre		5	2	3
	PC17. Safe handling of fork type trimming knife		3	2	1
	PC18. Work safely on the motorized vertical trim machines		4	2	2
	PC19. Avoid water, solvent and other materials on the inspection table/place		2	1	1
	PC20. All activities are carried out in a manner that does not cause risk of injury to himself/herself or others		4	2	2
	PC21. Handle the portable electric light torch properly to avoid any fire hazard due to presence of solvents – ensure safety mesh around the bulb to protect against breakage		3	2	1
	PC22. Activities are carried out in a manner that does not cause damage to equipment		4	2	2
	PC23. Adhere to all safety norms (such as wearing protective gloves, masks and shoes).		2	2	0
	PC24. Comply with health, safety, environment guidelines, regulations etc in accordance with international/national standards or organizational standards (SOP)		2	2	0
	Total		100	50	50
RSC/N3203 Undertake finishing of non-tyre rubber products	PC1. Availability of plant specification/SOP/customer specific information	100	8	5	3
	PC2. Check the plant/SOP/Customer specific specification before commencing finishing operation		8	3	5
	PC3. Check the products/sample products carefully for any defect		8	3	5

	PC4. Mark the defect/problem areas on the product (or keep a record of defect detail), keep them in a separate area and inform Supervisor for corrective action		8	4	4
	PC5. Carry out the final finishing for OK products		8	3	5
	PC6. Place the properly finished products as per the category in the designated area as per First in First out basis		8	4	4
	PC7. Get the shelf life procedures and museum product samples preservation done		9	4	5
	PC8. Handle the defective and scrapped product as per the procedures laid down by the technical department		9	4	5
	PC9. Collect all waste material in the designated waste bins		9	4	5
	PC10. Maintenance of product traceability records of the product to be shipped out		9	4	5
	PC11. Avoid water, oil and other materials on the inspection table/place		8	4	4
	PC12. Adhere to all safety norms (such as wearing protective gloves, masks and shoes).		4	4	0
	PC13. Comply with health, safety, environment guidelines, regulations etc in accordance with international/national standards or organizational standards (SOP)		4	4	0
	Total		100	50	50
RSC/N5001 Carry out housekeeping in rubber product manufacturing	PC1. Inspect the area while taking into account various surfaces	100	3	3	0
	PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain		3	3	0
	PC3. Ensure that the cleaning equipment is in proper working condition		3	3	0
	PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person		3	3	0
	PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces		3	3	0
	PC6. Inform the affected people about the cleaning activity		2	2	0
	PC7. Display the appropriate signage for the work being conducted		3	3	0
	PC8. Ensure that there is adequate ventilation for the work being carried out		3	3	0
	PC9. Wear the personal protective equipment required for the cleaning method and materials being used		3	3	0
	PC10. Use the correct cleaning method for the work area, type of soiling and surface		3	3	0
	PC11. Carry out cleaning activity without disturbing others		3	3	0
	PC12. Deal with accidental damage, if any, caused while carrying out the work		3	3	0
	PC13. Report to the appropriate person any difficulties in carrying out your work		3	3	0
	PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill		3	3	0
	PC15. Ensure that there is no oily substance on the floor to avoid slippage		9	3	6
	PC16. Ensure that no scrap material is lying around		9	3	6
	PC17. Maintain and store housekeeping equipment and supplies		3	3	0
	PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process		3	3	0

	PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements		8	2	6
	PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored		3	3	0
	PC21. Dispose the waste garnered from the activity in an appropriate manner		9	3	6
	PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly		9	3	6
	PC23. Maintain schedules and records for housekeeping duty		3	3	0
	PC24. Replenish any necessary supplies or consumables		3	3	0
	Total		100	70	30
RSC/N5002 Carry Out Reporting And Documentation	PC1. Report data/problems/incidents as applicable in a timely manner	100	12	8	4
	PC2. Report to the appropriate authority as laid down by the company		12	8	4
	PC3. Follow reporting procedures as prescribed by the company		12	8	4
	PC4. Identify documentation to be completed relating to one's role		10	6	4
	PC5. Record details accurately an appropriate format		16	6	10
	PC6. Complete all documentation within stipulated time according to company procedure		14	4	10
	PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly		6	4	2
	PC8. Make sure documents are available to all appropriate authorities to inspect		6	4	2
	PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures		6	6	0
	PC10. Inform the appropriate authority of requests for information received		6	6	0
	Total		100	60	40
RSC/N5003 Carry Out Quality Checks	PC1. Ensure that total range of checks are regularly and consistently performed	100	24	10	14
	PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required		24	10	14
	PC3. Identify non-conformities to quality assurance standards		6	4	2
	PC4. Identify potential causes of non-conformities to quality assurance standards		5	3	2
	PC5. Identify impact on final product due to non-conformance to company standards		5	3	2
	PC6. Evaluating the need for action to ensure that problems do not recur		6	4	2
	PC7. Suggest corrective action to address problem		5	3	2
	PC8. Review effectiveness of corrective action		5	3	2
	PC9. Interpret the results of the quality check correctly		4	4	0
	PC10. Take up results of the findings with QC in charge/appropriate authority.		3	3	0
	PC11. Take up the results of the findings within stipulated time		3	3	0
	PC12. Record of results of action taken		3	3	0
	PC13. Record adjustments not covered by established procedures for future reference		3	3	0
	PC14. Review effectiveness of action taken		2	2	0

	PC15. Follow reporting procedures where the cause of defect cannot be identified		2	2	0
	Total		100	60	40
RSC/N5004 Carry Out Problem Identification And Escalation	PC1. Identify defects/indicators of problems	100	7	4	3
	PC2. Identify any wrong practices that may lead to problems		6	3	3
	PC3. Identify practices that may impact the final product quality		6	3	3
	PC4. Identify if the problem has occurred before		5	3	2
	PC5. Identify other operations that might be impacted by the problem		6	4	2
	PC6. Ensure that no delays are caused as a result of failure to escalate problems		5	3	2
	PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required)		8	5	3
	PC8. Consider possible reasons for identification of problems		8	5	3
	PC9. Consider applicable corrections and formulate corrective action		3	3	0
	PC10. Formulate action in a timely manner		3	3	0
	PC11. Communicate problem/remedial action to appropriate parties		7	5	2
	PC12. Take corrective action in a timely manner		2	2	0
	PC13. Take corrective action for problems identified according to the company procedures		2	2	0
	PC14. Report/document problem and corrective action in an appropriate manner		8	5	3
	PC15. Monitor corrective action		2	2	0
	PC16. Evaluate implementation of corrective action taken to determine if the problem has been resolved		2	2	0
	PC17. Ensure that corrective action selected is viable and practical		2	2	0
	PC18. Ensure that correct solution is identified to an identified problem		2	2	0
	PC19. Take corrective action for problems identified according to the company procedures		1	1	0
	PC20. Ensure that no delays are caused as a result of failure to take necessary action		1	1	0
	PC21. Escalate problem as per laid down escalation matrix		4	3	1
	PC22. Escalate the problem within stipulated time		4	3	1
	PC23. Escalate the problem in an appropriate manner		3	2	1
	PC24. Ensure that no delays are caused as a result of failure to escalate problems		3	2	1
	Total		100	70	30
RSC/N5007 Carry out health and safety	PC1. Undertake basic safety checks before operation of all machinery and equipment and report hazards to the appropriate supervisor	100	6	4	2
	PC2. Work for which protective clothing or equipment is required is identified and the appropriate protective clothing or equipment is used in performing these duties in accordance with workplace policy.		6	4	2
	PC3. Read and understand the hazards of use and contamination mentioned on the labels of chemicals, utilities etc		0	0	0
	PC4. Prior to performing manual handling jobs, risk is assessed and work is carried out according to currently recommended safe practices.		6	4	2
	PC5. Use equipment and materials safely and correctly and return the same to designated storage when not in use		3	2	1

PC6.Dispose off waste safely and correctly in a designated area	6	4	2
PC7. Risks to bystanders are recognized and action taken to reduce risk associated with jobs in the workplace	0	0	0
PC8. Perform work in a manner which minimizes environmental damage	0	0	0
PC9. All procedures and work instructions for controlling risk are followed closely.	0	0	0
PC10. Report any accidents, incidents or problems without delay to an appropriate person and take immediate necessary action to reduce further danger.	0	0	0
PC11.Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency.	6	4	2
PC12.Follow emergency procedures as per company standards and workplace requirements.	8	5	3
PC13.Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements.	8	5	3
PC14. Provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques.	0	0	0
PC15. Recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate	0	0	0
PC16. Dispose off medical waste in accordance with workplace requirements	0	0	0
PC17.Report details of first aid administered in accordance with workplace procedures.	7	4	3
PC18. Comply with general safety procedures	8	4	4
PC 19. Follow standard safety procedures while handling equipment, hazardous material or tool	0	0	0
PC20. Check parts of the workplace and take preventive actions like spraying and other steps to protect from leakages, water logging, pests, fire, pollution, etc.	8	5	3
PC21. Ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure	0	0	0
PC22. Keep the workplace organized, swept, clean and hazard free	8	5	3
PC23. Attend fire drills and other safety related workshops organized at the workplace	4	2	2
PC24. Be aware of first aid, evacuation and emergency procedures	4	2	2
PC25. Be alert of any events and do not be negligent to any safety procedures to be followed	0	0	0
PC26. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment	4	2	2
PC27.Use safety materials such as protective gear, goggles, caps, shoes, etc.(as applicable with workplace)	4	2	2
PC28. Handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders	4	2	2
Total	100	60	40