

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR RUBBER INDUSTRY



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What are Occupational Standards(OS)?

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

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Introduction

Qualifications Pack- Bladder Assembly Operator

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Tyre

OCCUPATION: Moulding / Curing

REFERENCE ID: RSC/ Q 0216

ALIGNED TO: NCO-2004/NIL

Brief Job Description: A bladder assembly operator is responsible for fitting the bladder in the bladder rings and make at available for curing of tyres.

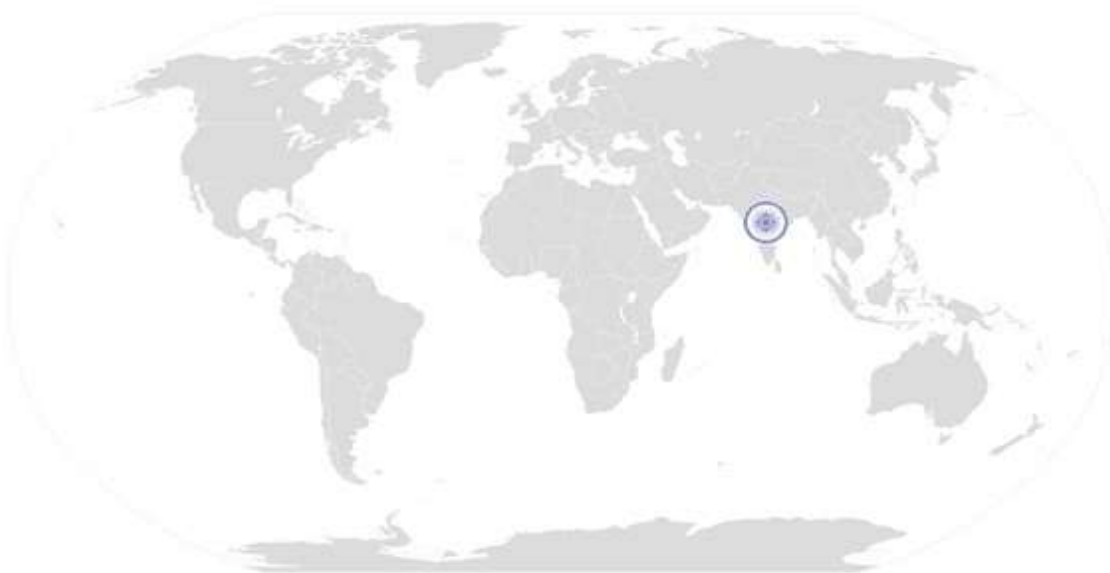
Personal Attributes: This job requires the individual have an analytical and focused mind set. He should be active and careful in undertaking the assigned job. He should be able to work independently under the guidance of supervisor. As a good learner, he should be willing to learn efficient ways to perform his work. He should be disciplined and comfortable in performing application based work.

Job Details	Qualifications Pack Code	RSC/ Q 0216		
	Job Role	Bladder Assembly Operator		
	Credits(NSQF)	4	Version number	
	Sector	Rubber Manufacturing	Drafted on	02/12/14
	Sub-sector	Tyre	Last reviewed on	02/12/14
	Occupation	Moulding / Curing	Next review date	02/12/15
	NSQC Cleanace on	20/07/2015		

Job Role	Bladder Assembly Operator
Role Description	A bladder assembly operator is responsible for assembling the specified bladder on rings and make them ready for usage in tyre curing.
NSQF level	4
Minimum Educational Qualifications*	Class X/ITI
Maximum Educational Qualifications*	ITI/Graduate in Science
Training (Suggested but not mandatory)	Training on Bladder assembly
Minimum Job Entry Age	18 years
Experience	Worked as a semi-skilled helper for 3-6 months in the same role
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> 1. RSC/ N 0222 (Prepare material and tools) 2. RSC/ N 0223 (Perform bladder assembly) 3. RSC/ N 0224 (Perform post-bladder assembly activities) 4. RSC/ N 5001 (To carry out housekeeping) 5. RSC/ N 5002 (To carry out reporting and documentation) 6. RSC/ N 5003 (To carry out quality checks) 7. RSC/ N 5004 (To carry out problem identification and escalation) Optional: NA
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.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
OS	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard , which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills or Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS , these include communication related skills that are applicable to most job roles.

National Occupational Standard



Overview

This unit is about preparing material and tools for bladder assembly operation.

Prepare material and tools

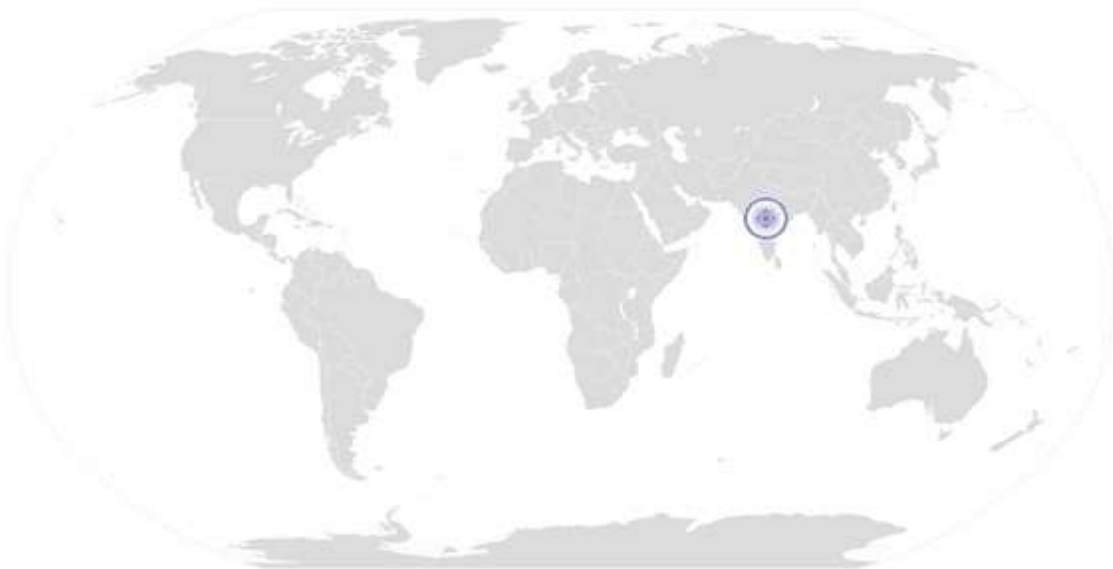
Unit Code	RSC / N 0222
Unit Title (Task)	Prepare material and tools
Description	This unit is about preparing material and tools for bladder assembly
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Ensure housekeeping and safety in bladder assembly area • Prepare the tools and material. • Arrange for the required bladders • Arrange for the required bladder rings on which the bladders are to be assembled
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 the availability of all required tools for for bladder assembly PC2. Ensure that correct specified top and bottom rings are available PC3. Ensure that the rings are clean , has required ID marking, are not damaged PC4. Ensure that the tools are clean and well maintained. PC5. Ensure the proper functioning of hoist PC6. Place the tools on a safe location.</p>
Material appropriateness	<p>PC1. Ensure that the bladders are free of any defect such as damage , blisters , cuts , cracks , properly aged and are released by technical for usage.</p>
Health & Safety	<p>PC2. Proper handling of bladders , rings and tools to avoid any injury/accident PC3. Adhere to all safety norms (such as wearing protective gloves, masks and shoes). PC4. 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 material. KA2. Importance of identifying non-conforming materials KA3. Risk and impact of not following defined procedures/work instructions. KA4. Escalation matrix for reporting identified problems KA5. Records to be maintained and the implications of their non-maintenance. KA6. Importance of housekeeping activities. KA7. Health, safety and environment guidelines, legislation and regulations as</p>

	<p>applicable.</p> <p>KA8. Personal protection (which protective equipment to be used and how).</p> <p>KA9. Importance of FIFO</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>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Proper handling of bladders</p> <p>KB2. Proper handling of cement top and bottom rings</p> <p>KB3. Various abnormalities and suitable response for abnormalities in tools performance.</p> <p>KB4. Implications of delays in the preparation process.</p> <p>KB5. Cleanliness and safety requirements for commencing bladder assembly operation.</p> <p>KB6. Basic arithmetic, physics and chemistry</p> <p>KB7. Response to injuries while handling bladder and rings</p> <p>KB8. Knowledge of appropriate tools with respect to requirement.</p> <p>KB9. Knowledge of first aid treatment to address any injury</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 activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform basic mathematical operations</p>
	<p>Reading and Understanding Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
<p>Oral Communication (Listening and Speaking skills)</p>	

Prepare material and tools

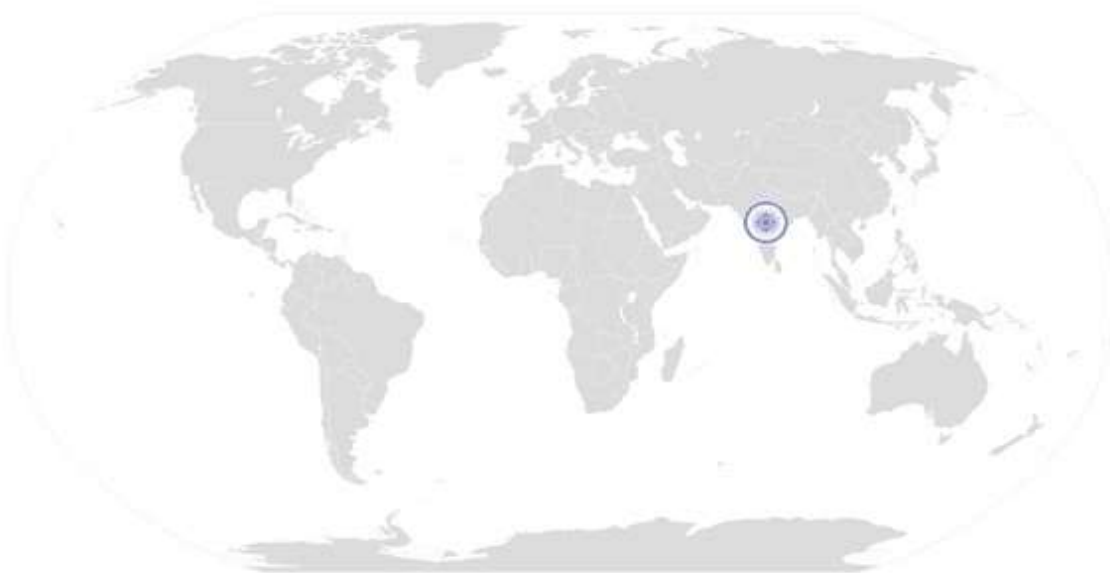
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support the group activities</p>
	<p>Integrity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA13. Practice honesty with respect to company property and time</p> <p>SA14. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA15. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust</p>
	<p>Motivation</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA16. Take responsibility for completing one’s own work assignment</p> <p>SA17. Take initiative to enhance/learn skills in ones’s area of work</p> <p>SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one’s learning.</p> <p>SA19. Is open to new ways of doing things</p> <p>SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p>
	<p>Reliability</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA21. Avoid absenteeism</p> <p>SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA23. Work in disciplined factory environment</p> <p>SA24. Be punctual</p>
B. Professional Skills	<p>Material and Equipment Handling</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Handle bladders</p> <p>SB2. Handle rings on which the bladder is to be assembled</p> <p>SB3. Handle various types of material handling equipment</p>
	<p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Identify the problems pertaining to the tools based on visual inspection and work efficiency</p>

	SB5. Diagnose common problems in the rings based on visual inspection
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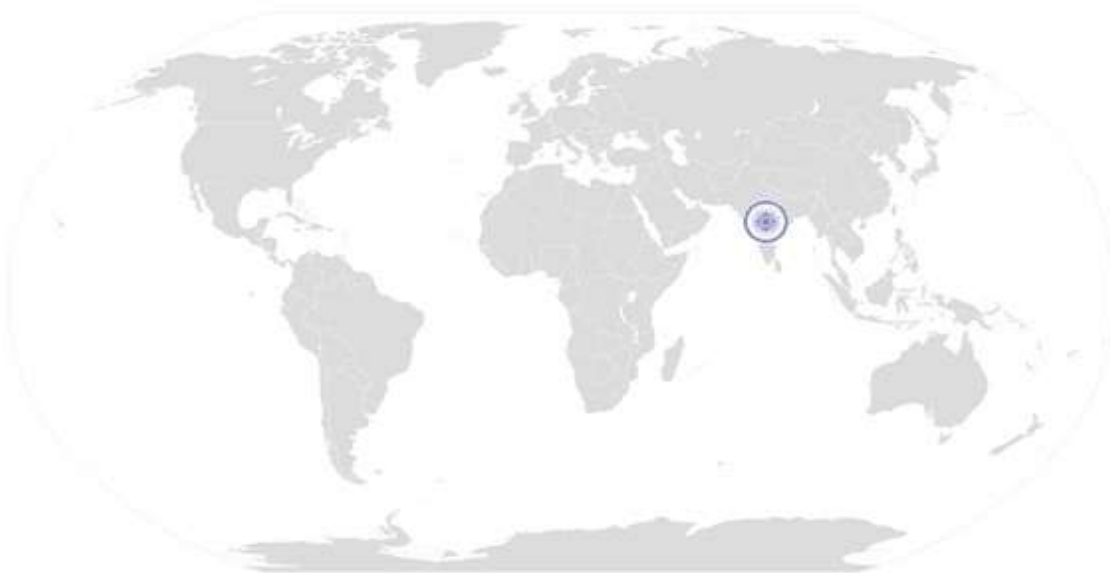
NOS Version Control

NOS Code	RSC / N 0222		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	02/12/14
Industry Sub-sector	Tyre	Last reviewed on	02/12/14
Occupation	Moulding / Curing	Next review date	02/12/15



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National Occupational Standard



Overview

This unit is about assembling the bladder on the bladder rings using appropriate tools and

Unit Code	RSC / N 0223
Unit Title (Task)	Perform bladder assembly operation
Description	This unit is about fixing the bladder on the bladder rings using appropriate tools and equipments.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Ensure housekeeping and safety in the work area. • Fixing the bladder on the rings • Operate on the tools and equipments for bladder assembly.
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Raw Material appropriateness	<p>To be competent, the user/individual on the job must be able to :</p> <p>PC1. Ensure that bladder for assembly is appropriate, released and OK by technical</p> <p>PC2. Check the bladders for any defect</p>
Operation	<p>PC1. Inspect the bladder to be fixed/mounted on the rings</p> <p>PC2. Inspect the rings for rusts/nick or any damage .</p> <p>PC3. Inspect if the grooves and vent holes are not blocked</p> <p>PC4. Check the ID on the ring to confirm the correct ring selection</p> <p>PC5. Proper inspection and certification of the rings</p> <p>PC6. Damaged rings need to be sent to machine shop for repair</p> <p>PC7. Further matching the rings with the spec ID number marking</p> <p>PC8. Fix the bladder on the bottom rings</p> <p>PC9. Lift the ring using a hoist and fix the top ring .</p> <p>PC10. Mark the bladder code /date /shift /operator name</p>
Health & Safety	<p>PC11. Proper handling of hoist and tools to avoid any injury/accident</p> <p>PC12. Adhere to all safety norms (such as wearing protective gloves and shoes, safety mask etc)</p> <p>PC13. 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	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Bladder assembly and its importance.</p> <p>KA2. Implications of wrong fitment of bladder</p>

<p>the company/ organization and its processes)</p>	<p>KA3. Implications of poorly prepared tools. KA4. The material disposal procedure, importance of appropriate disposal of material and implications of not following the material disposal procedure. KA5. How to conduct quality and damage checks and their importance. KA6. Importance of identifying non-conforming products and their storage. KA7. Risk and impact of not following defined procedures/work instructions. KA8. The escalation matrix for reporting identified issues. KA9. Types of documentation in the organization and their importance. KA10. Records to be maintained and the implications of their non-maintenance. KA11. Importance of housekeeping & good shopfloor practices KA12. Health, safety and environment guidelines, legislations and regulations, as applicable. KA13. Personal protection (which protective equipment to be used and how). KA14. Impact of poor practices on health, safety and environment. KA15. Potential hazards and actions to minimize them. KA16. The escalation matrix and procedures for reporting hazards. KA17. Importance of FIFO KA18. Impact of various practices on cost, quality, productivity, delivery and safety. KA19. Handover/Takeover of the equipment/work area as per organizational SOP.</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Implications of improper bladder assembly . KB2. Improper use of rings (wrong/damaged) KB3. Types of defects leading to rejections and their indicators, reasons and possible solutions. KB4. Potential problems in the bladder assembly operation. KB5. Knowledge of first aid treatment to respond to injuries. KB6. Optimal utilization of material and minimal wastage</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication SA2. Write simple letters, email etc SA3. Fill up appropriate forms and activity logs in required format of the company SA4. Perform basic mathematical operations</p> <p>Reading and Understanding Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams</p>

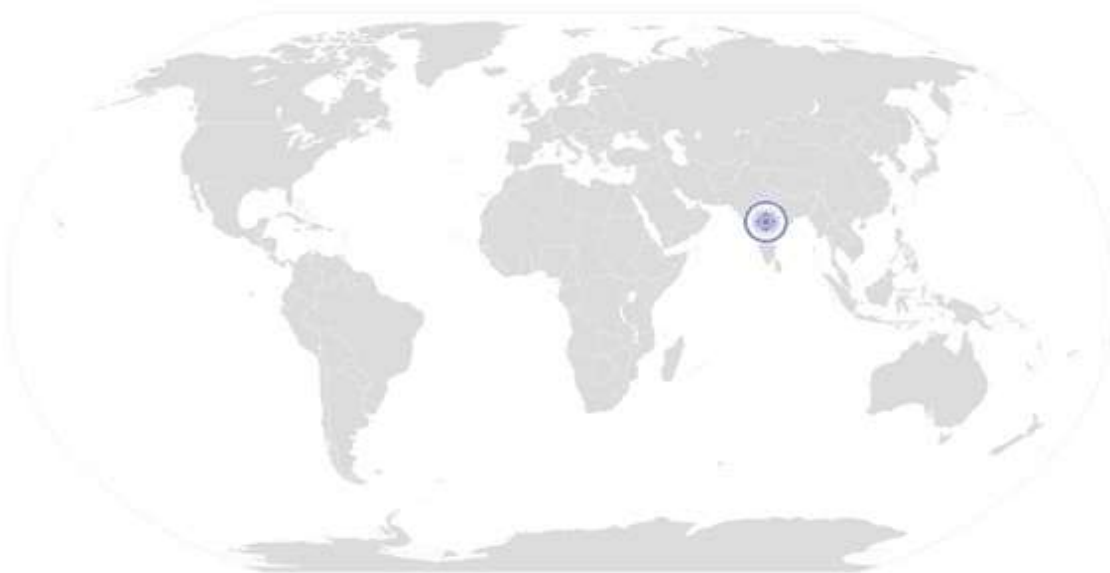
	SA7. Understand the various coding systems as per company norms
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA8. Express statements, opinions or information clearly so that others can hear and understand SA9. Respond appropriately to any queries SA10. Communicate with supervisor SA11. Communicate with upstream and downstream teams SA12. Work in a team and other behavioral skills required to support the group activities
	Integrity
	The user/individual on the job needs to know and understand how to: SA13. Practice honesty with respect to company property and time SA14. Communicate with people in a form and manner and using language that is open and respectful SA15. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust
	Motivation
	The user/individual on the job needs to know and understand how to: SA16. Take responsibility for completing one's own work assignment SA17. Take initiative to enhance/learn skills in one's area of work SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning. SA19. Is open to new ways of doing things SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.
	Reliability
	The user/individual on the job needs to know and understand how to: SA21. Avoid absenteeism SA22. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations SA23. Work in disciplined factory environment SA24. Be punctual
	B. Professional Skills
	The user/individual on the job needs to know and understand how to: SB1. Handle bladder SB2. Handle bladder rings SB3. Handle hoist for lifting and positioning the rings correctly on bladder bead area

	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none">SB1. Identify the problems pertaining to the equipments based on visual inspection and work efficiencySB2. Diagnose common problems in the fixing ringsSB3. Suggest improvements(if any) in process based on experienceSB4. Optimal use of material ensuring minimal wastage



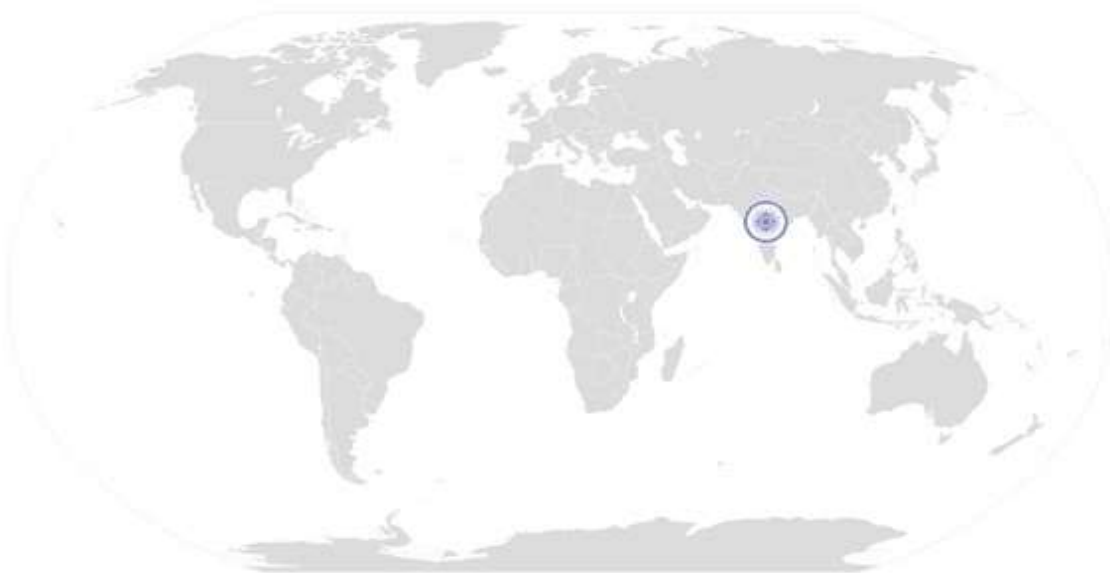
NOS Version Control

NOS Code	RSC / N 0223		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	02/12/14
Industry Sub-sector	Tyre	Last reviewed on	02/12/14
Occupation	Moulding / Curing	Next review date	02/12/15



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National Occupational Standard



Overview

This unit is about performing activities after the bladder assembly is made ready for curing of tyres .

Perform Post-Bladder Assembly Activities

Unit Code	RSC / N 0224
Unit Title (Task)	Perform post bladder assembly activities
Description	This unit is about performing activities after the bladder has been assembled and made ready for curing tyres .
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Ensuring housekeeping and safety in the work area. • Organize to send the assembled bladder to storage area • Ensuring that the bladder assembly is kept in such a way that the bladder is not getting compressed or elongated . • Report any issue w.r.t the material and tools to the Supevisor
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Operation	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Clean tools and keep the tools at designated place after the completion of bladder assembly opeartion.</p> <p>PC2. Organize to send the assembled bladders to bladder storage area</p> <p>PC3. Ensure bladders are stored in such a way to prevent folds or excess stretch on bladder .</p> <p>PC4. Proper inspection and certification of the rings</p> <p>PC5. Damaged rings need to be sent to machine shop for repair</p> <p>PC6. Further matching the rings with the spec ID number marking</p> <p>PC7. Keep the ring handling equipments on proper places</p> <p>PC8. Report any issue w.r.t the material and tools to the Supevisor</p>
Material disposal	PC9. Dispose of waste material safely, as per organizational SOP.
Health & Safety	<p>PC10. Handle the material using hand gloves and other safety equipment.</p> <p>PC11. Adhere to all safety norms (such as wearing protective gloves , shoes, safety goggles etc).</p> <p>PC12. 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	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Implications of inappropriate bladder assembly</p> <p>KA2. Risk and impact of not following defined procedures/work instructions.</p>

company / organization and its processes)	KA3. The escalation matrix and procedures for reporting identified problems. KA4. Types of documentation in the organization and their importance. KA5. Records to be maintained and the implications of their non-maintenance. KA6. Importance of housekeeping and good shop floor practices KA7. Health, safety, and environment guidelines, legislations and regulations as applicable. KA8. Personal protection (which protective equipment to be used and how). KA9. Importance of FIFO KA10. Potential hazards and actions to minimize them. KA11. Impact of poor practices on health, safety and environment. KA12. The escalation matrix and procedures for reporting hazards. KA13. Handover/Takeover of the equipment/work area as per organizational SOP.
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Appropriate method for bladder assembling/mounting on rings KB2. Knowledge of tyre defects due to poor bladder assembly KB3. Process and importance of dimensional and appearance quality checks. KB4. Implications of inappropriate waste disposal. KB5. Types of defects leading to rejections and their indicators, reasons and possible solutions. KB6. Knowledge of the handover of prepared product KB7. The usage of placing different types of tags for not using defective tools
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 through written communication SA2. Fill up appropriate forms and activity logs in required format of the company SA3. Perform basic mathematical operations
	Reading and Understanding Skills
	The user/individual on the job needs to know and understand how to: 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
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand how to: 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	

Perform Post-Bladder Assembly Activities

	SA11. Communicate with upstream and downstream teams SA12. Work in a team and other behavioral skills required to support the group activities
	Integrity
	The user/individual on the job needs to know and understand how to: SA13. Practice honesty with respect to company property and time SA14. Communicate with people in a form and manner and using language that is open and respectful SA15. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust
	Motivation
	The user/individual on the job needs to know and understand how to: SA16. Take responsibility for completing one's own work assignment SA17. Take initiative to enhance/learn skills in ones's area of work SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning. SA19. Is open to new ways of doing things SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.
	Reliability
	The user/individual on the job needs to know and understand how to: SA21. Avoid absenteeism SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations SA23. Work in disciplined factory environment SA24. Be punctual
B. Professional Skills	Material and Equipment Handling
	The user/individual on the job needs to know and understand how to: SB1. Handle bladders SB2. Handle metallic bladder rings SB3. Handle mechanical equipments
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. Identify the problems pertaining to the prepared bladders based on visual inspection SB6. Identify any damage caused to bladders during assembly operation and check for reasons . SB7. Suggest improvements(if any) in process based on experience SB8. Optimal use of accessories ensuring minimal wastage

NOS Version Control

NOS Code	RSC / N 0224		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	02/12/14
Industry Sub-sector	Tyre	Last reviewed on	02/12/14
Occupation	Moulding / Curing	Next review date	02/12/15



National Occupational Standard



Overview

This unit is about carrying out housekeeping

Unit Code	RSC / N 5001
Unit Title (Task)	To carry out housekeeping
Description	This unit is about carrying out housekeeping activities
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparing for housekeeping activities • Carry out housekeeping activities • Post housekeeping activities
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Pre housekeeping activities	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Inspect the area while taking into account various surfaces</p> <p>PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain</p> <p>PC3. Ensure that the cleaning equipment is in proper working condition</p> <p>PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person</p> <p>PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces</p> <p>PC6. Inform the affected people about the cleaning activity</p> <p>PC7. Display the appropriate signage for the work being conducted</p> <p>PC8. Ensure that there is adequate ventilation for the work being carried out</p> <p>PC9. Wear the personal protective equipment required for the cleaning method and materials being used</p>
Operations	<p>PC10. Use the correct cleaning method for the work area, type of soiling and surface</p> <p>PC11. Carry out cleaning activity without disturbing others</p> <p>PC12. Deal with accidental damage, if any, caused while carrying out the work</p> <p>PC13. Report to the appropriate person any difficulties in carrying out your work</p> <p>PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill</p>
Post housekeeping activities	<p>PC15. Ensure that there is no oily substance on the floor to avoid slippage</p> <p>PC16. Ensure that no scrap material is lying around</p>

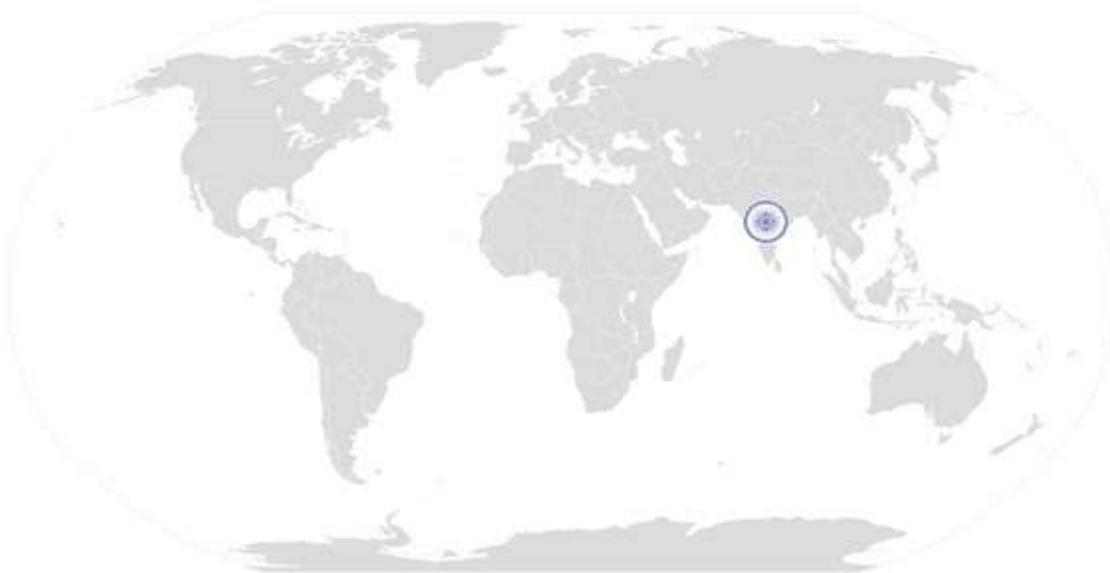
Carry Out Housekeeping Activities

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

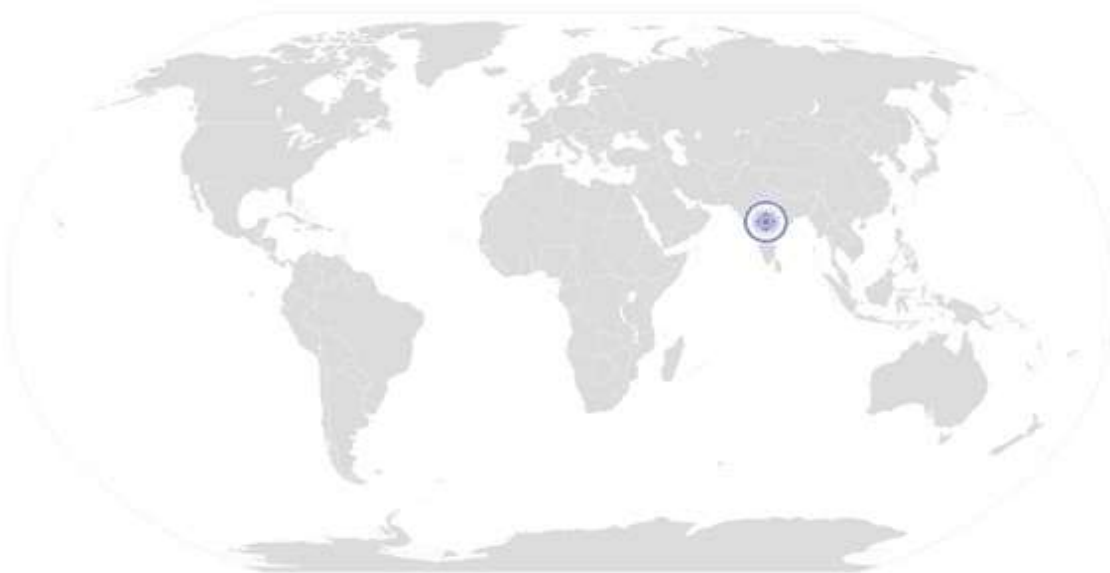
	KB18. Escalation procedures for soils or stains that could not be removed
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes
	Reading and Understanding Skills
	The user/individual on the job needs to know and understand how to: SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams SA7. Understand the various coding systems as per company norms
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA8. Express statements, opinions or information clearly so that others can hear and understand SA9. Respond appropriately to any queries SA10. Communicate with supervisor SA11. Communicate with upstream and downstream teams SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)
	Integrity
	The user/individual on the job needs to know and understand how to: SA13. Practice honesty with respect to company property and time SA14. Communicate with people in a form and manner and using language that is open and respectful SA15. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust
	Motivation
	The user/individual on the job needs to know and understand how to: SA16. Take responsibility for completing one's own work assignment SA17. Take initiative to enhance/learn skills in one's area of work

Carry Out Housekeeping Activities

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



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



National Occupational Standard



Overview

This unit is about reporting and documentation

Unit Code	RSC / N 5002
Unit Title (Task)	To carry out reporting and documentation
Description	This unit is about carrying out reporting and documentation
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Reporting of data/problem/incidents etc • Documentation • Information Security
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Reporting	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Report data/problems/incidents as applicable in a timely manner</p> <p>PC2. Report to the appropriate authority as laid down by the company</p> <p>PC3. Follow reporting procedures as prescribed by the company</p>
Recording and Documentation	<p>PC4. Identify documentation to be completed relating to one's role</p> <p>PC5. Record details accurately in an appropriate format</p> <p>PC6. Complete all documentation within stipulated time according to company procedure</p> <p>PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly</p> <p>PC8. Make sure documents are available to all appropriate authorities to inspect</p>
Information Security	<p>PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures</p> <p>PC10. Inform the appropriate authority of requests for information received</p>
Knowledge and Understanding (K)	
B. Technical Knowledge	<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</p>

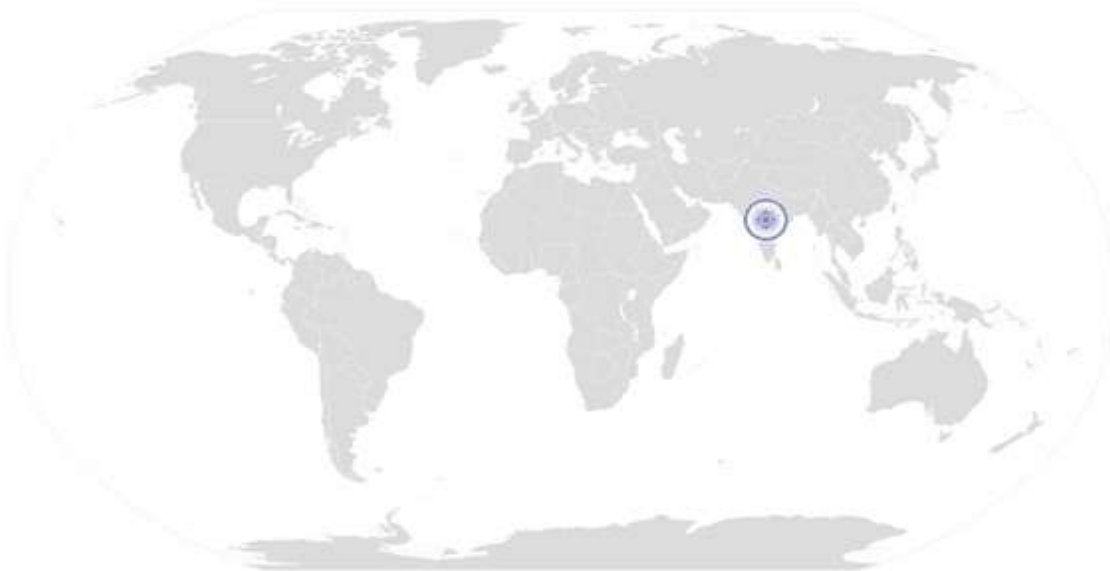
To Carry Out Reporting And Documentation

	<p>timescales</p> <p>KB9. The importance of ensuring that the documents are correct</p> <p>KB10. The actions to be taken if the documents are not correct</p> <p>KB11. The importance of maintaining the security and confidentiality of recorded information</p> <p>KB12. Procedures to maintain confidentiality of information</p> <p>KB13. The appropriate method for responding to requests for information</p> <p>KB14. The reporting procedures to followed before disclosing information to any outside party</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p>
	Reading and Understanding Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>
Integrity	

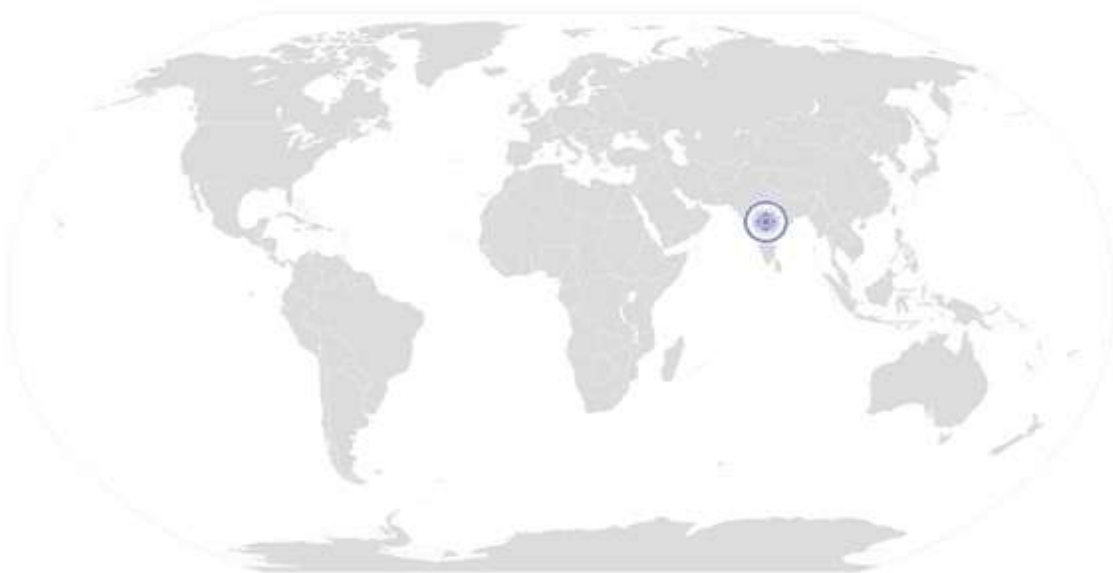
To Carry Out Reporting And Documentation

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

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



National Occupational Standard



Overview

This unit is about carrying out quality checks

Unit Code	RSC / N 5003
Unit Title (Task)	To carry out quality checks
Description	This unit is about carrying out quality control activities
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Carrying out quality checks to identify problems • Take corrective actions • Reporting the results
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Inspection	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure that total range of checks are regularly and consistently performed</p> <p>PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required</p>
Analysis	<p>PC3. Identify non-conformities to quality assurance standards</p> <p>PC4. Identify potential causes of non-conformities to quality assurance standards</p> <p>PC5. Identify impact on final product due to non-conformance to company standards</p> <p>PC6. Evaluating the need for action to ensure that problems do not recur</p> <p>PC7. Suggest corrective action to address problem</p> <p>PC8. Review effectiveness of corrective action</p>
Reporting	<p>PC9. Interpret the results of the quality check correctly</p> <p>PC10. Take up results of the findings with QC in charge/appropriate authority.</p> <p>PC11. Take up the results of the findings within stipulated time</p> <p>PC12. Record of results of action taken</p> <p>PC13. Record adjustments not covered by established procedures for future reference</p> <p>PC14. Review effectiveness of action taken</p> <p>PC15. Follow reporting procedures where the cause of defect cannot be identified</p>
Knowledge and Understanding (K)	
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The importance of quality control procedures</p> <p>KB2. Relevance and importance of activities and how they contribute to the</p>

To Carry Out Quality Checks

	<p>achievement of the quality objectives,</p> <p>KB3. Proper procedure for selecting the material/product and performing quality checks without affecting the material</p> <p>KB4. Availability of work instructions, as necessary,</p> <p>KB5. Characteristics of the product/material</p> <p>KB6. Use of suitable equipment</p> <p>KB7. Availability and use of monitoring and measuring devices,</p> <p>KB8. Requirements of records</p> <p>KB9. Importance of maintaining accurate up-to-date records</p> <p>KB10. The need to report within the stipulated time</p> <p>KB11. Implications of inaccurate measuring and testing instruments and equipment</p> <p>KB12. The cost of non-conformance to quality standards</p> <p>KB13. Implications (impact on internal/external customers) of defective products, materials or components</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p>
	Reading and Understanding Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
	Oral Communication (Listening and Speaking skills)
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>	

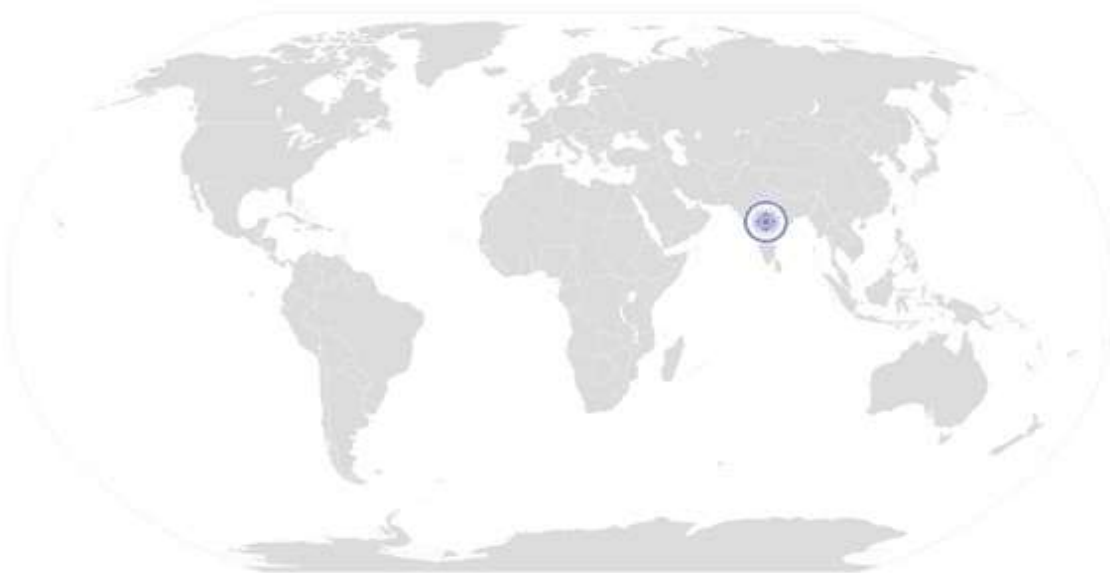
To Carry Out Quality Checks

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

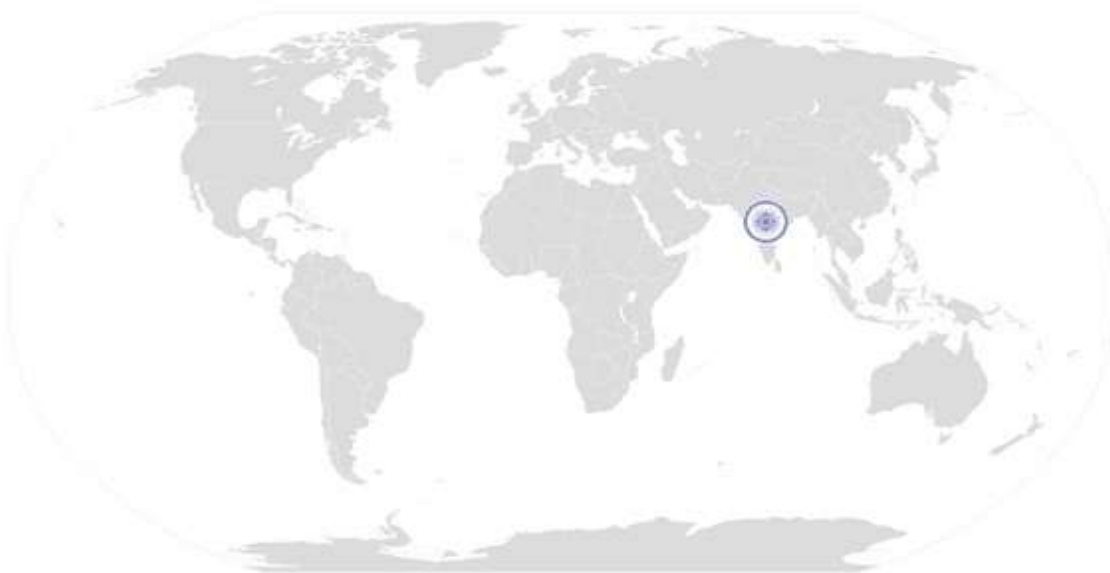
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To Carry Out Quality Checks

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


[Back to QP](#)

National Occupational Standard



Overview

This unit is about problem identification and escalation

To Carry Out Problem Identification And Escalation

Unit Code	RSC / N 5004
Unit Title (Task)	To carry out problem identification and escalation
Description	This unit is about problem identification and escalation
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Identify problems across: <ul style="list-style-type: none"> - Raw materials - Compounds - Product - Equipment - Others • Identify solutions to problems • Take corrective action • Escalation of unresolved identified problems
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Problem Identification	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Identify defects/indicators of problems</p> <p>PC2. Identify any wrong practices that may lead to problems</p> <p>PC3. Identify practices that may impact the final product quality</p> <p>PC4. Identify if the problem has occurred before</p> <p>PC5. Identify other operations that might be impacted by the problem</p> <p>PC6. Ensure that no delays are caused as a result of failure to escalate problems</p>
Necessary Action	<p>PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required)</p> <p>PC8. Consider possible reasons for identification of problems</p> <p>PC9. Consider applicable corrections and formulate corrective action</p> <p>PC10. Formulate action in a timely manner</p> <p>PC11. Communicate problem/remedial action to appropriate parties</p> <p>PC12. Take corrective action in a timely manner</p> <p>PC13. Take corrective action for problems identified according to the company procedures</p> <p>PC14. Report/document problem and corrective action in an appropriate manner</p> <p>PC15. Monitor corrective action</p> <p>PC16. Evaluate implementation of corrective action taken to determine if the</p>

To Carry Out Problem Identification And Escalation

	<p>problem has been resolved</p> <p>PC17. Ensure that corrective action selected is viable and practical</p> <p>PC18. Ensure that correct solution is identified to an identified problem</p> <p>PC19. Take corrective action for problems identified according to the company procedures</p> <p>PC20. Ensure that no delays are caused as a result of failure to take necessary action</p>
Problem Escalation	<p>PC21. Escalate problem as per laid down escalation matrix</p> <p>PC22. Escalate the problem within stipulated time</p> <p>PC23. Escalate the problem in an appropriate manner</p> <p>PC24. Ensure that no delays are caused as a result of failure to escalate problems</p>
Knowledge and Understanding (K)	
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Indicators of problems</p> <p>KB2. The working of the equipment and accessories(if applicable)</p> <p>KB3. The impact of operations on the user and equipment(if applicable)</p> <p>KB4. The impact of operations on the final product (if applicable)</p> <p>KB5. The effect of not rectifying the problems identified</p> <p>KB6. The reason for the occurrence of previous problems</p> <p>KB7. Measures and steps that have been taken to address the previous problems</p> <p>KB8. Possible solutions for various problems</p> <p>KB9. The correct method for carrying out corrective actions outlined for each problem</p> <p>KB10. The impact of not carrying out the corrective actions</p> <p>KB11. The documentation procedure for recording such problems, as per company norms</p> <p>KB12. The escalation matrix for reporting problems</p> <p>KB13. Escalation matrix for reporting unresolved problems</p> <p>KB14. The time frame within which in which each problem needs to be escalated</p> <p>KB15. Manner in which each problem needs to be escalated</p>
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</p>

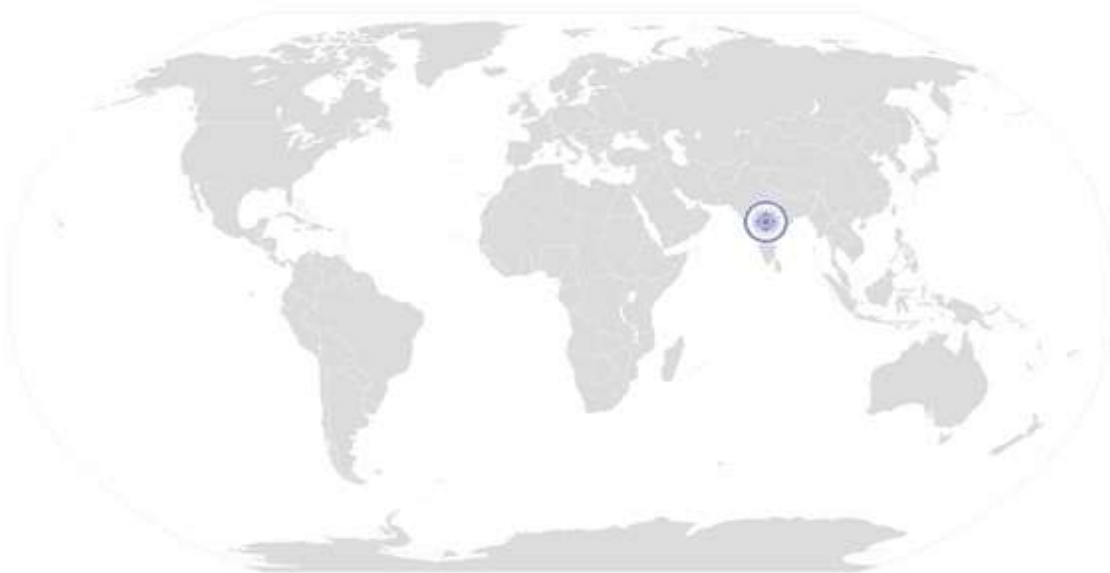
To Carry Out Problem Identification And Escalation

	<p>estimation and approximation, for practical purposes</p>
	<p>Reading and Understanding Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>
	<p>Integrity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA13. Practice honesty with respect to company property and time</p> <p>SA14. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA15. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust</p>
	<p>Motivation</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA16. Take responsibility for completing one's own work assignment</p> <p>SA17. Take initiative to enhance/learn skills in one's area of work</p> <p>SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning.</p> <p>SA19. Is open to new ways of doing things</p> <p>SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p>
	<p>Reliability</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA21. Avoid absenteeism</p> <p>SA22. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA23. Work in disciplined factory environment</p> <p>SA24. Be punctual</p>

RSC / N 5004
To Carry Out Problem Identification And Escalation

NOS Version Control

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


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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Bladder Assembly Operator

Qualification Pack RSC/ Q 0216

Sector Skill Council Rubber Skill Development Council

Guidelines for Assessment

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

			Marks Allocation		
NOS	Elements	Performance Criteria	Total	Theory	Practical
RSC / N 0222 Prepare material and tools	Equipment readiness	PC1. Ensure the availability of all required tools for for bladder assembly	1	0	1
		PC2. Ensure that correct specified top and bottom rings are available	12	9	3
		PC3. Ensure that the rings are clean , has required ID marking, are not damaged	14	9	5

		PC4. Ensure that the tools are clean and well maintained.	13	9	4
		PC5. Ensure the proper functioning of hoist	17	9	8
		PC6. Place the tools on a safe location.	2	0	2
	Material appropriateness	PC7. Ensure that the bladders are free of any defect such as damage , blisters , cuts , cracks , properly aged and are released by technical for usage.	22	12	10
	Health & Safety	PC8. Proper handling of bladders , rings and tools to avoid any injury/accident	8	4	4
		PC9. Adhere to all safety norms (such as wearing protective gloves, masks and shoes).	8	5	3
		PC10. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	3	3	0
			100	60	40
RSC / N 0223 Perform Bladder Assembly	Raw Material appropriateness	PC1. Ensure that bladder for assembly is appropriate, released and OK by technical	4	0	4
		PC2. Check the bladders for any defect	13	5	8
	Operation	PC3. Inspect the bladder to be fixed/mounted on the rings	9	4	5
		PC4. Inspect the rings for rusts/nick or any damage .	9	4	5
		PC5. Inspect if the grooves and vent holes are not blocked	9	4	5
		PC6. Checkthe ID on the ring to confirm the correct ring selection	3	3	0
		PC7. Proper inspection and certification of the rings	8	0	8
		PC8. Damaged rings need to be sent to machine shop for repair	4	4	0
		PC9. Further matching the rings with the spec ID number marking	3	3	0
		PC10. Fix the bladder on the bottom rings	8	2	6
		PC11. Lift the ring using ahoist and fix the top ring .	6	0	6
		PC12. Mark the bladder code /date /shift /operator name	6	2	4
	Health & Safety	PC13. Proper handling of hoist and tools to avoid any injury/accident	8	4	4
		PC14. Adhere to all safety norms (such as wearing protective gloves and shoes, safety mask etc)	8	3	5

		PC15. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	2	2	0
			100	40	60
RSC / N 0224 Perform Post-Bladder Assembly Activities	Operation	PC1. Clean tools and keep the tools at designated place after the completion of bladder assembly operation.	5	2	3
		PC2. Organize to send the assembled bladders to bladder storage area	9	6	3
		PC3. Ensure bladders are stored in such a way to prevent folds or excess stretch on bladder .	12	8	4
		PC4. Proper inspection and certification of the rings	18	9	9
		PC5. Damaged rings need to be sent to machine shop for repair	6	6	0
		PC6. Further matching the rings with the spec ID number marking	14	8	6
		PC7. Keep the ring handling equipments on proper places	4	4	0
		PC8. Report any issue w.r.t the material and tools to the Supervisor	3	3	0
	Material disposal	PC9. Dispose of waste material safely, as per organizational SOP.	5	0	5
	Health & Safety	PC10. Handle the material using hand gloves and other safety equipment.	12	6	6
		PC11. Adhere to all safety norms (such as wearing protective gloves , shoes, safety goggles etc).	9	5	4
PC12. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		3	3	0	
			100	60	40
RSC/N5001 To Carry Out Housekeeping	Pre housekeeping activities	PC1. Inspect the area while taking into account various surfaces	3	3	0
		PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain	3	3	0
		PC3. Ensure that the cleaning equipment is in proper working condition	3	3	0
		PC4. Select the suitable alternatives for cleaning the areas in case	3	3	0

	the appropriate equipment and materials are not available and inform the appropriate person			
	PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces	3	3	0
	PC6. Inform the affected people about the cleaning activity	2	2	0
	PC7. Display the appropriate signage for the work being conducted	3	3	0
	PC8. Ensure that there is adequate ventilation for the work being carried out	3	3	0
	PC9. Wear the personal protective equipment required for the cleaning method and materials being used	3	3	0
Operations	PC10. Use the correct cleaning method for the work area, type of soiling and surface	3	3	0
	PC11. Carry out cleaning activity without disturbing others	3	3	0
	PC12. Deal with accidental damage, if any, caused while carrying out the work	3	3	0
	PC13. Report to the appropriate person any difficulties in carrying out your work	3	3	0
	PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill	3	3	0
Post housekeeping activities	PC15. Ensure that there is no oily substance on the floor to avoid slippage	9	3	6
	PC16. Ensure that no scrap material is lying around	9	3	6
	PC17. Maintain and store housekeeping equipment and supplies	3	3	0
	PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process	3	3	0
	PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements	8	2	6
	PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored	3	3	0
	PC21. Dispose the waste garnered from the activity in an	9	3	6

		appropriate manner			
		PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly	9	3	6
	General	PC23. Maintain schedules and records for housekeeping duty	3	3	0
		PC24. Replenish any necessary supplies or consumables	3	3	0
			100	70	30
RSC/N5002 To Carry Out Reporting And Documentation	Reporting	PC1. Report data/problems/incidents as applicable in a timely manner	12	8	4
		PC2. Report to the appropriate authority as laid down by the company	12	8	4
		PC3. Follow reporting procedures as prescribed by the company	12	8	4
	Recording and Documentation	PC4. Identify documentation to be completed relating to one's role	10	6	4
		PC5. Record details accurately an appropriate format	16	6	10
		PC6. Complete all documentation within stipulated time according to company procedure	14	4	10
		PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly	6	4	2
		PC8. Make sure documents are available to all appropriate authorities to inspect	6	4	2
	Information Security	PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures	6	6	0
		PC10. Inform the appropriate authority of requests for information received	6	6	0
			100	60	40
RSC/N5003 To Carry Out Quality Checks	Inspection	PC1. Ensure that total range of checks are regularly and consistently performed	24	10	14
		PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required	24	10	14
	Analysis	PC3. Identify non-conformities to quality assurance standards	6	4	2
		PC4. Identify potential causes of non-conformities to quality	5	3	2

		assurance standards			
		PC5. Identify impact on final product due to non-conformance to company standards	5	3	2
		PC6. Evaluating the need for action to ensure that problems do not recur	6	4	2
		PC7. Suggest corrective action to address problem	5	3	2
		PC8. Review effectiveness of corrective action	5	3	2
	Reporting	PC9. Interpret the results of the quality check correctly	4	4	0
		PC10. Take up results of the findings with QC in charge/appropriate authority.	3	3	0
		PC11. Take up the results of the findings within stipulated time	3	3	0
		PC12. Record of results of action taken	3	3	0
		PC13. Record adjustments not covered by established procedures for future reference	3	3	0
		PC14. Review effectiveness of action taken	2	2	0
		PC15. Follow reporting procedures where the cause of defect cannot be identified	2	2	0
			100	60	40
RSC/N5004 To Carry Out Problem Identification And Escalation	Problem Identification	PC1. Identify defects/indicators of problems	7	4	3
		PC2. Identify any wrong practices that may lead to problems	6	3	3
		PC3. Identify practices that may impact the final product quality	6	3	3
		PC4. Identify if the problem has occurred before	5	3	2
		PC5. Identify other operations that might be impacted by the problem	6	4	2
		PC6. Ensure that no delays are caused as a result of failure to escalate problems	5	3	2
	Necessary Action	PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required)	8	5	3
		PC8. Consider possible reasons for identification of problems	8	5	3
		PC9. Consider applicable corrections and formulate corrective action	3	3	0

		PC10. Formulate action in a timely manner	3	3	0
		PC11. Communicate problem/remedial action to appropriate parties	7	5	2
		PC12. Take corrective action in a timely manner	2	2	0
		PC13. Take corrective action for problems identified according to the company procedures	2	2	0
		PC14. Report/document problem and corrective action in an appropriate manner	8	5	3
		PC15. Monitor corrective action	2	2	0
		PC16. Evaluate implementation of corrective action taken to determine if the problem has been resolved	2	2	0
		PC17. Ensure that corrective action selected is viable and practical	2	2	0
		PC18. Ensure that correct solution is identified to an identified problem	2	2	0
		PC19. Take corrective action for problems identified according to the company procedures	1	1	0
		PC20. Ensure that no delays are caused as a result of failure to take necessary action	1	1	0
	Problem Escalation	PC21. Escalate problem as per laid down escalation matrix	4	3	1
		PC22. Escalate the problem within stipulated time	4	3	1
		PC23. Escalate the problem in an appropriate manner	3	2	1
		PC24. Ensure that no delays are caused as a result of failure to escalate problems	3	2	1
			100	70	30