

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- Latex Mixing Operator

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Latex

OCCUPATION: Latex Compounding/Mixing

REFERENCE ID: RSC/Q3401

ALIGNED TO: NCO-2015/NIL

Brief Job Description: A Latex Mixing Operator is responsible to produce various dispersions and emulsions for Latex products and for mixing latex concentrate with various chemicals in required quantity as per a given formulation to produce latex rubber articles.

Personal Attributes: This job requires the individual to be attentive, focused and systematic following the given procedures for the dispersion/emulsion/compound preparation activities. He should be active and quick to respond to changes and modifications. He must be able to work independently and in coordination with other workers. He is required to be methodological in performing compound preparation activities. He should work carefully with chemicals which require special handling and safe environment around the preparation area.

Job Details	Qualifications Pack Code	RSC/Q3401		
	Job Role	Latex Mixing Operator		
	Credits(NSQF)	TBD	Version number	2.0
	Sector	Rubber Manufacturing	Drafted on	02/12/2014
	Sub-sector	Latex	Last reviewed on	25/10/2017
	Occupation	Latex Product Manufacturing	Next review date	25/10/2021
	NSQC Clearance on			

Job Role	Latex Mixing Operator
Role Description	A Latex Mixing Operator is responsible to produce various dispersions and emulsions for Latex products and for mixing latex concentrate with various chemicals in required quantity as per a given formulation to produce latex rubber articles.
NSQF level	4
Minimum Educational Qualifications*	Class VIII th Pass
Maximum Educational Qualifications*	
Prerequisite License or Training	NA
Minimum Job Entry Age	18 years
Experience	Worked as a semi-skilled helper for minimum 6 months in the same process
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> RSC/N3401 - Perform pre mixing latex activities RSC/N3402 -Perform latex compound preparation v2 RSC/N3403 - Perform post latex mixing activities RSC/N 5001 - 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 the machine, compounding area and collect material.

Perform pre mixing latex activities

National Occupational Standard

Unit Code	RSC/N3401
Unit Title (Task)	Perform pre mixing latex activities
Description	This unit is about preparing the machine, compounding area and collect material.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Prepare equipments, Ball/Pearl/Attrition Mill and machine for preparing emulsion • Collect material for preparation of dispersion/emulsion/compound. • Ensure housekeeping and safety in compounding area
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Equipment readiness	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Ensure that the compounding vessels are clean and ready to use.</p> <p>PC2. Ensure that the tools required for dispersion/emulsion/compound preparations are ready.</p> <p>PC3. Ensure proper control of utilities, viz, water, electricity, compressed air, weighing scale etc.</p> <p>PC4. Check the functioning of machines</p>
Raw material appropriateness	<p>PC5. Ensure that all the ingredients required are approved and released by laboratory.</p> <p>PC6. Ensure the availability of ingredients for the required dispersion/emulsion/compound as per specification</p> <p>PC7. Ensure that the hardness of water used for compound is within specification for usage.</p> <p>PC8. Ensure all balance unused left over ingredients are stored properly to avoid any contamination or deterioration during storage and are used up while mixing the next compound batch.</p>
Housekeeping & Safety	<p>PC9. Ensure precaution for dust / chemical inhaling and handling</p> <p>PC10. Carry out fumigations of compounding vessels to prevent bacteria formations and build up</p> <p>PC11. Precaution against putting Finger / Hand inside the machine / usage of safety break fitted on the machine</p> <p>PC12. Ensure the use of certified safe chain hoist/s for lifting drums and pouring ingredients.</p> <p>PC13. Adhere to all safety norms (such as wearing protective gloves, mask and safety shoes).</p> <p>PC14. Avoid spillage and in case of spillage occur, follow safety measures as laid down by safety department</p> <p>PC15. 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 poorly prepared vessels, equipments and machines.</p> <p>KA2. Importance of identifying non-conforming materials and their storage.</p> <p>KA3. Risk and impact of not following defined procedures/work instructions.</p>

Perform pre mixing latex activities

<p>company / organization and its processes)</p>	<p>KA4. Escalation matrix for reporting identified problems KA5. Types of documentation in organization and importance of the same KA6. Records to be maintained and the implications of their non-maintenance. KA7. Importance of housekeeping activities. KA8. Health, safety and environment guidelines, legislation and regulations as applicable. KA9. Personal protection (which protective equipment to be used and how). KA10. Impact of poor practices on health, safety and environment. KA11. Potential hazards and actions to minimize them. KA12. The escalation matrix and procedures for reporting hazards. KA13. Importance of FIFO and good shop floor practices (for example, 5S). KA14. Impact of various practices on cost, quality, productivity, delivery and safety. KA15. Handover/Takeover of the equipment/work area as per the organizational SOP.</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of proper weighing of rubber latex ingredients KB2. Awareness of effect of wrong weighing of ingredients for compounding KB3. Knowledge of various latex applications and its compounding KB4. Knowledge of proper compound mixing & preparation of dispersion and solutions KB5. Product weight and dimensional controls KB6. Functioning of mill and emulsion preparing machine KB7. Processing with different dispersion mills (In case of PLC control, should have knowledge to operate the console). KB8. Proper methods of storage of dispersions/emulsions/compounds KB9. Adjustments of the dispersion pH close to latex pH KB10. Knowledge of quality certified product KB11. Knowledge to calibrate weighing scales, and compounding vessels KB12. Determine cure characteristics as per swelling index method and by Chloroform numbers KB13. Tolerance levels for various parameters (such as water hardness, pH). KB14. Various abnormalities and suitable response for abnormalities in equipment performance. KB15. Implications of delays in the preparation process. KB16. Types of defects leading to rejections and their indicators, reasons and possible solutions. KB17. Cleanliness and safety requirements for commencing a compounding operation. KB18. Units of measurement. KB19. Response to emergencies, for example, power failures, fire, system failures, spillages and manual intervention to avoid disasters. KB20. Knowledge of appropriate batch sizes with respect to appropriate material.</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate activity logs in required format of the company SA3. Write simple letters, mails, etc</p>

Perform pre mixing latex activities

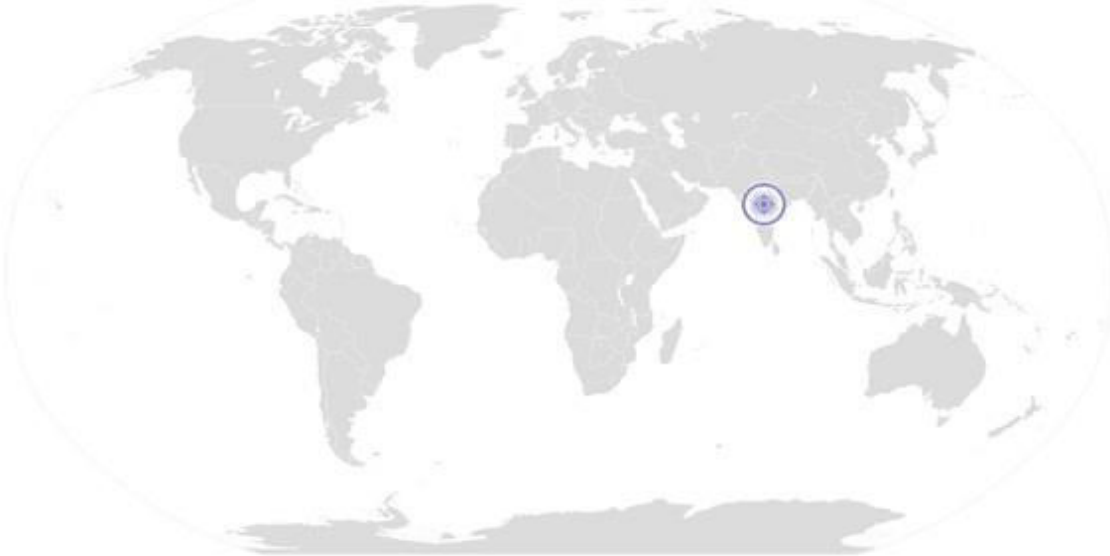
	SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes
	Reading Skills
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	SA6. Read images, graphs, diagrams
	SA7. Understand the various coding systems as per company norms
	Oral Communication
	SA8. Express statements, opinions or information clearly so that others can hear and understand
	SA9. Respond appropriately to any queries
	SA10. Communicate with supervisor
	SA11. Communicate with upstream and downstream teams
Life Skills	
Integrity	
SA12. Practice honesty with respect to company property and time	
SA13. Communicate with people in a form and manner and using language that is open and respectful	
SA14. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust	
Motivation	
SA15. Take responsibility for completing one’s own work assignment	
SA16. Take initiative to enhance/learn skills in ones’s area of work	
SA17. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one’s learning.	
SA18. Is open to new ways of doing things	
SA19. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.	
Reliability	
SA20. Avoid absenteeism	
SA21. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations	
SA22. Work in disciplined factory environment	
SA23. Be punctual	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues
	SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material /chemical is developed replacing existing one.
	SB3. Make changes in cycle time due to improved process.
	SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management
	SB5. Consult the peer group and superiors to arrive at a favourable decision.
	SB6. Use of standard available problem solving techniques for decision making

Perform pre mixing latex activities

	<p>SB7. Review and analyze the process steps to check on system non adherence and non conformity</p> <p>SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making</p> <p>SB9. Take a calculated risk with minimum losses</p>
	Plan and Organize
	<p>SB10. Plan and organize the factors of production to execute the business plan</p> <p>SB11. Fix up tasks and allotment of the same</p> <p>SB12. Assign tasks to suitable persons</p> <p>SB13. Motivate them for better output and time bound completion of tasks</p>
	Customer Centricity
	<p>SB14. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required)</p> <p>SB15. Ensure that performance of his action/operation/activity does not lead to any divergence from the specified quality of the final product as required by the customer.</p> <p>SB16. Complete the assigned task in timely manner so that the final product is delivered in the timeline given by the customer.</p> <p>SB17. Communicate effectively to the superior/customer for any delay in supplies to the clients.</p> <p>SB18. Work towards fulfilling the customers requirement as per their demand.</p> <p>SB19. In case of any complaint, ensure its timely resolution if the problem is emanating at his level</p> <p>SB20. Communicate effectively to the superior/customer for any delay in resolving the problem faced by the customer.</p> <p>SB21. Maintain good/cordial relation with customers.</p> <p>SB22. Work on the feedback received from customer regarding the product.</p>
	Problem Solving
	<p>SB23. Interpret quality for sheet</p> <p>SB24. Suggest improvements(if any) in process/product/materials based on results and experience</p>
	Analytical Thinking
	<p>SB25. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency</p> <p>SB26. Diagnose common problems in the machine based on visual inspection, sound, etc</p> <p>SB27. Suggest improvements(if any) in process based on experience</p>
	Critical Thinking
	<p>SB28. seek clarification on problems from others</p> <p>SB29. apply problem-solving approaches in different situations</p> <p>SB30. refer anomalies to the line manager</p>

NOS Version Control

NOS Code	RSC/N3401		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Latex	Last reviewed on	25/10/2017
Occupation	Latex Product Manufacturing	Next review date	25/10/2021



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National Occupational Standard



Overview

This unit is about preparing dispersion, emulsion and latex compound.

Perform latex compound preparation_v2

Unit Code	RSC/N3402
Unit Title (Task)	Perform latex compound preparation_v2
Description	This unit is about preparing dispersion, emulsion and latex compound.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Collect raw material and prepare dispersion, emulsion and solution. • Operate and add ingredients sequentially into the vessels to prepare compound. Also carry out colour mixing for compound, if required. • Ensure housekeeping and safety in compounding area.
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Raw material appropriateness	To be competent, the user/individual on the job must be able to : PC1. Ensure that the weight of each ingredient is of the right quantity as specified in the mixing instructions/ organizations SOP.
Operation	PC2. Ensure the sequential addition of ingredients is strictly followed as per instructions /SOP. PC3. Prepare compounding dispersions, emulsions and solutions as per formulation PC4. Temperature control during milling and mixing PC5. Proper dilution of the dispersions for the required total solids PC6. Frequent testing of the dispersions to obtain optimum particle size. PC7. Prepare latex compounds to the required solid contents PC8. Check emulsion compatibility and stability PC9. Perform de-aerations for the latex production as per the procedure PC10. Follow the standard operating procedures of each operations with respect to latex compounding PC11. Carry out colour mixing for latex compound, if required
Housekeeping & Safety	PC12. Ensure the use of certified equipments for lifting ingredients for compound preparation PC13. Handle the ingredients intended for compound preparation using hand gloves and other safety equipment as directed by organizations safety department PC14. Adhere to all safety norms (such as wearing protective gloves, masks and shoes) PC15. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards. PC16. Follow the guidance of safety department to contain spillages which may affect the health and safety of self or the environment in the compounding area
Knowledge and Understanding (K)	

Perform latex compound preparation_v2

<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. Compounding operation and its importance. KA2. Implications of poorly prepared material. KA3. Implications of wrong chemicals process leading to Latex coagulation 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 shop floor practices (eg. 3S & 5S) 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. Mill and compounding operations and functioning of equipments in use. KB2. Processing with different dispersion mills (In case of PLC control, should have knowledge to operate the console). KB3. Proper Mill temperature controls during milling KB4. Cleanliness and safety requirements for dispersion/emulsion/compound preparation. KB5. Adjustments of the dispersion pH close to latex pH KB6. Proper methods of storage of dispersions/emulsions/compounds KB7. Effect of improper ingredients on the properties of dispersion/emulsion/compound. KB8. Effect of not following the sequence of addition on dispersion/emulsion/compound properties. KB9. Awareness of effect of wrong weighing of ingredients for compounding KB10. Knowledge of various latex applications and its compounding KB11. Knowledge of proper compound mixing and preparation of dispersion and solutions KB12. Knowledge of quality certified product KB13. Knowledge to calibrate weighing scales, and compounding vessels KB14. Determining cure characteristics as per swelling index method and by Chloroform numbers KB15. The process and importance of quality checks. KB16. Types of defects leading to rejections and their indicators, reasons and possible solutions. KB17. Potential problems in the compounding operations KB18. Units of measurement. KB19. Response to emergencies, for example, power failures, fire, system failures</p>

Perform latex compound preparation_v2

	<p>and manual intervention to avoid disasters.</p> <p>KB20. Knowledge of appropriate batch sizes with respect to appropriate material.</p> <p>KB21. When and how to clean vessels and the disposal of the cleaning material and left over material.</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms , activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform 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>
	Life Skills
	<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>

Perform latex compound preparation_v2

	<p>Reliability</p> <p>SA20. Avoid absenteeism</p> <p>SA21. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA22. Work in disciplined factory environment</p> <p>SA23. Be punctual</p>
B. Professional Skills	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues</p> <p>SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material /chemical is developed replacing existing one.</p> <p>SB3. Make changes in cycle time due to improved process.</p> <p>SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management</p> <p>SB5. Consult the peer group and superiors to arrive at a favourable decision.</p> <p>SB6. Use of standard available problem solving techniques for decision making</p> <p>SB7. Review and analyze the process steps to check on system non adherence and non conformity</p> <p>SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making</p> <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 customer’s 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>

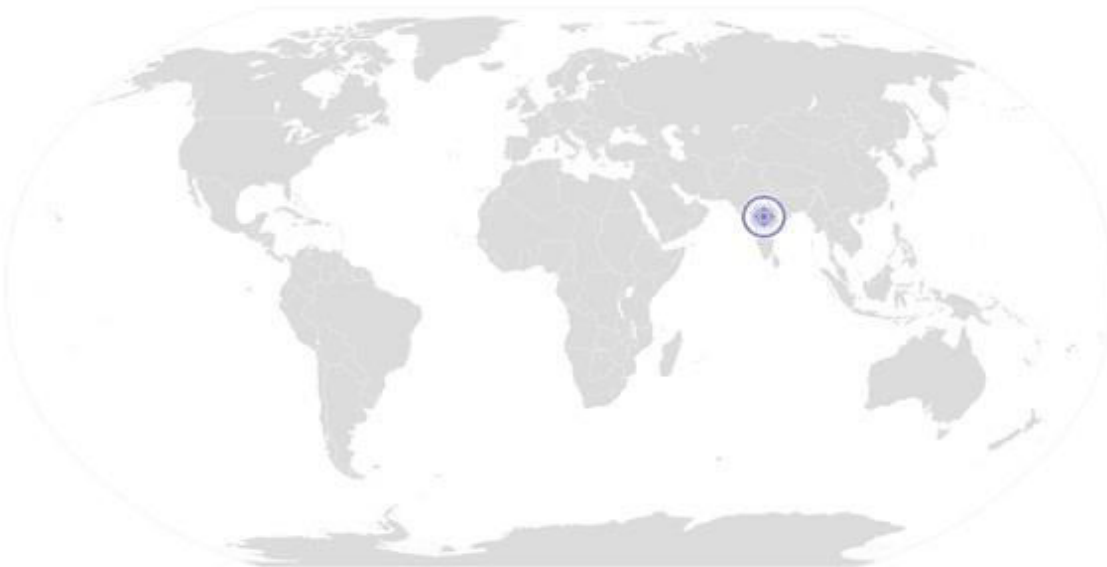
Perform latex compound preparation_v2

	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/N3402		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Latex	Last reviewed on	02/10/2017
Occupation	Latex Product Manufacturing	Next review date	02/10/2021



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National Occupational Standard



Overview

This unit is about performing activities after the preparation of dispersion, emulsion and latex compound.

Unit Code	RSC /N3403
Unit Title (Task)	Perform post latex mixing activities
Description	This unit is about performing activities after the preparation of dispersion, emulsion and latex compound.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Operate and Unload dispersion/emulsion/compound into the appropriate storage containers • Disposal of unused material • Form appropriate batches of the dispersion/emulsion/compound and mark the batch for proper identification for further processing • Send sample to lab for testing • Ensuring housekeeping and safety in the compounding area
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Operation	To be competent, the user/individual on the job must be able to PC1. Ensure that the storage container is ready as per the requirement. PC2. Ensure that the outlet of the storage do not cause any leakage/spillage. PC3. Unload compound appropriately. PC4. Draw sample for lab testing and release. PC5. Set timer for appropriate minimum aging of compound before usage in the next operation.
Material disposal	PC6. Dispose of waste material safely, as per organizational SOP.
Batch Marking	PC7. Ensure identification and traceability by batch marking/coding for the right product as per the instructions laid down by the company (in terms of batch number, weight, color and date stamp).
Sampling	PC8. Send sample of the prepared compound in the specified sample size and method as directed by the company
Housekeeping & Safety	PC9. Handle the material using hand gloves and other safety equipment. PC10. Adhere to all safety norms (such as wearing protective gloves, shoes, safety goggles etc). PC11. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.
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. Implications of poorly prepared material. KA2. Implication of poor storage of mixed latex solution KA3. Significance of batch marking. KA4. Importance of identifying nonconforming products and their storage. KA5. Risk and impact of not following defined procedures/work instructions. KA6. The escalation matrix and procedures for reporting identified problems. KA7. Types of documentation in the organization and their importance. KA8. Records to be maintained and the implications of their non-maintenance. KA9. Importance of housekeeping & good shop floor practices (eg. 3S & 5S)

	<p>KA10. Health, safety, and environment guidelines, legislations and regulations as applicable.</p> <p>KA11. Personal protection (which protective equipment to be used and how).</p> <p>KA12. Potential hazards and actions to minimize them.</p> <p>KA13. Impact of poor practices on health, safety and environment.</p> <p>KA14. The escalation matrix and procedures for reporting hazards.</p> <p>KA15. Handover/Takeover of the equipment/work area as per organizational SOP.</p>							
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Methods for off loading solutions and compound from vessels.</p> <p>KB2. Storage of dispersion/emulsion/compound.</p> <p>KB3. Adherence to storage temperature and appropriate aging</p> <p>KB4. Process and importance of quality checks.</p> <p>KB5. Batch marking techniques.</p> <p>KB6. Implications of incorrect batch marking.</p> <p>KB7. Implications of inappropriate waste disposal.</p> <p>KB8. Types of defects leading to rejections and their indicators, reasons and possible solutions.</p> <p>KB9. Units of measurement.</p> <p>KB10. Coding systems for identification and traceability.</p> <p>KB11. Knowledge of weighing scales.</p> <p>KB12. Knowledge of aging in between the process and after final mix process</p> <p>KB13. Knowledge of the storage life of solutions, compounds, ambient temperature and its effect on compounds.</p>							
Skills (S)								
A. Core Skills/ Generic Skills	<table border="1"> <tr> <td data-bbox="474 1087 1516 1125"> Writing Skills </td> </tr> <tr> <td data-bbox="474 1125 1516 1444"> <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> </td> </tr> <tr> <td data-bbox="474 1444 1516 1503"> Reading Skills </td> </tr> <tr> <td data-bbox="474 1503 1516 1646"> <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> </td> </tr> <tr> <td data-bbox="474 1646 1516 1705"> Oral Communication </td> </tr> <tr> <td data-bbox="474 1705 1516 1890"> <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> </td> </tr> <tr> <td data-bbox="474 1890 1516 1948"> Life Skills </td> </tr> </table>	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>	Life Skills
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Life Skills								

Perform post latex mixing activities

	<p>Integrity</p> <p>SA12. Practice honesty with respect to company property and time</p> <p>SA13. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA14. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust</p> <p>Motivation</p> <p>SA15. Take responsibility for completing one’s own work assignment</p> <p>SA16. Take initiative to enhance/learn skills in ones’s area of work</p> <p>SA17. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one’s learning.</p> <p>SA18. Is open to new ways of doing things</p> <p>SA19. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p> <p>Reliability</p> <p>SA20. Avoid absenteeism</p> <p>SA21. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA22. Work in disciplined factory environment</p> <p>SA23. Be punctual</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues</p> <p>SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material /chemical is developed replacing existing one.</p> <p>SB3. Make changes in cycle time due to improved process.</p> <p>SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management</p> <p>SB5. Consult the peer group and superiors to arrive at a favourable decision.</p> <p>SB6. Use of standard available problem solving techniques for decision making</p> <p>SB7. Review and analyze the process steps to check on system non adherence and non conformity</p> <p>SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making</p> <p>SB9. Take a calculated risk with minimum losses</p>
	<p>Plan and Organize</p>
	<p>SB10. Plan and organize the factors of production to execute the business plan</p> <p>SB11. Fix up tasks and allotment of the same</p> <p>SB12. Assign tasks to suitable persons</p> <p>SB13. Motivate them for better output and time bound completion of tasks</p>
	<p>Customer Centricity</p>
<p>SB14. Match customer needs/specification by adjusting the processing conditions (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>	

	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 customer’s 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/N3403		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Latex	Last reviewed on	25/10/2017
Occupation	Latex Product Manufacturing	Next review date	25/10/2021



National Occupational Standard



Overview

This unit is about 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	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparing for housekeeping activities • Carry out housekeeping operations • Post housekeeping activities • General
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Pre housekeeping activities	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Inspect the area while taking into account various surfaces</p> <p>PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain</p> <p>PC3. Ensure that the cleaning equipment is in proper working condition</p> <p>PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person</p> <p>PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces</p> <p>PC6. Inform the affected people about the cleaning activity</p> <p>PC7. Display the appropriate signage for the work being conducted</p> <p>PC8. Ensure that there is adequate ventilation for the work being carried out</p> <p>PC9. Wear the personal protective equipment required for the cleaning method and materials being used</p>
Operations	<p>PC10. Use the correct cleaning method for the work area, type of soiling and surface</p> <p>PC11. Carry out cleaning activity without disturbing others</p> <p>PC12. Deal with accidental damage, if any, caused while carrying out the work</p> <p>PC13. Report to the appropriate person any difficulties in carrying out your work</p> <p>PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill</p>
Post housekeeping activities	<p>PC15. Ensure that there is no oily substance on the floor to avoid slippage</p> <p>PC16. Ensure that no scrap material is lying around</p> <p>PC17. Maintain and store housekeeping equipment and supplies</p> <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 PC24. Replenish any necessary supplies or consumables</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>KA1. Importance of learning proper procedures and techniques KA2. Implications of not following the organizational requirement for approval for undertaking the specific task KA3. Importance of completing the activities as per the schedule KA4. Implications of not following the defined procedures/work instructions KA5. Importance of team work KA6. Health, Safety and Environment guidelines, legislation and regulations as applicable KA7. Actions to be taken in case of non-conformity to behavioral standards of the organization KA8. Impact of poor practices on the individual's and organization's performance KA9. Importance of optimal utilization of resources KA10. Importance of providing feedback for improvement KA11. Importance of indigenous knowledge for evolving/adopting operation specific practices KA12. Rectification/solution of problems/conflicts for the smooth functioning of the organization KA13. Importance of documentation/reporting as per guidelines and procedures KA14. Knowledge of do's and don'ts (company's HR instructions) KA15. Importance of attending trouble shooting KA16. Importance of subject learning/ training KA17. Importance of Product and its application</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand: KB1. The levels of hygiene required by workplace and why it is important to maintain them during your work KB2. How to inspect a work area to decide what cleaning it needs KB3. Methods and materials that used for cleaning variety of surfaces KB4. The types of cleansing agents that are not to be mixed together KB5. The correct method for cleaning equipment and/or machinery used during your work KB6. The importance of personal protective equipment KB7. Appropriate personal protective equipment for the work area, cleaning equipment, tools, materials and chemicals used KB8. The correct sequence for cleaning the work area KB9. The time taken by the treatment to work KB10. The importance of following manufacturer's instructions on cleaning agents KB11. The most appropriate place to carry out test cleans and why this should be done before applying treatments KB12. The importance of applying treatments evenly and the effect of not doing this KB13. Process of cleaning the surfaces without causing injury or damage KB14. The method to check the treated surface and equipment on completion of cleaning KB15. Procedures for reporting any unidentified soiling</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>SA1. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA2. Respond appropriately to any queries</p> <p>SA3. Communicate with supervisor</p> <p>SA4. Communicate with upstream and downstream teams</p>
	Integrity
	<p>SA5. Practice honesty with respect to company property and time</p> <p>SA6. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA7. 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>SA8. Take responsibility for completing one's own work assignment</p> <p>SA9. Take initiative to enhance/learn skills in ones's area of work</p> <p>SA10. 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>SA11. Is open to new ways of doing things</p> <p>SA12. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p>
Reliability	
<p>SA13. Avoid absenteeism</p> <p>SA14. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA15. Work in disciplined factory environment</p> <p>SA16. Be punctual</p>	

B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues
	SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material /chemical is developed replacing existing one.
	SB3. Make changes in cycle time due to improved process.
	SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management
	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.	
SB17. Communicate effectively to the superior/customer for any delay in supplies to the clients.	
SB18. Work towards fulfilling the customer's requirement as per their demand.	
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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	

Carry out housekeeping in rubber product manufacturing

	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/N5001		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Latex	Last reviewed on	25/10/2017
Occupation	Latex Product Manufacturing	Next review date	25/10/2021



National Occupational Standard



Overview

This unit is about reporting and documentation

Carry out reporting and documentation

Unit Code	RSC/N5002
Unit Title (Task)	Carry out reporting and documentation
Description	This unit is about carrying out reporting and documentation
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Reporting of data/problem/incidents etc • Documentation • Information Security
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Reporting	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Report data/problems/incidents as applicable in a timely manner</p> <p>PC2. Report to the appropriate authority as laid down by the company</p> <p>PC3. Follow reporting procedures as prescribed by the company</p>
Recording and Documentation	<p>PC4. Ensure that documentation is 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 people who have requested for it or make amendments accordingly</p> <p>PC8. Make sure documents are available to all appropriate authorities to inspect</p>
Information Security	<p>PC9. Respond to the requests for information in an appropriate manner whilst following organizational procedures</p> <p>PC10. Inform the appropriate authority of requests for information received</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>KA1. Importance of learning proper procedures and techniques</p> <p>KA2. Implications of not following the organizational requirement for approval for undertaking the specific task</p> <p>KA3. Importance of completing the activities as per the schedule</p> <p>KA4. Implications of not following the defined procedures/work instructions</p> <p>KA5. Importance of team work</p> <p>KA6. Health, Safety and Environment guidelines, legislation and regulations as applicable</p> <p>KA7. Actions to be taken in case of non-conformity to behavioral standards of the organization</p> <p>KA8. Impact of poor practices on the individual's and organization's performance</p> <p>KA9. Importance of optimal utilization of resources</p> <p>KA10. Importance of providing feedback for improvement</p> <p>KA11. Importance of indigenous knowledge for evolving/adopting operation specific practices</p> <p>KA12. Rectification/solution of problems/conflicts for the smooth functioning of the organization</p> <p>KA13. Importance of documentation/reporting as per guidelines and procedures</p> <p>KA14. Knowledge of do's and don'ts (company's HR instructions)</p>

Carry out reporting and documentation

	<p>KA15.Importance of attending trouble shooting KA16.Importance of subject learning/ training KA17.Importance of Product and its application</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different methods of recording information KB2. Various documents that need to be maintained KB3. Company procedure for filling/maintaining up the documents KB4. Procedures for reporting to the appropriate authority KB5. Procedures for recording damage, breakages etc KB6. Reporting incidents where standard operating procedures are not followed KB7. The importance of complete and accurate documentation KB8. How to maintain complete documentation accurately and within agreed timescales KB9. The importance of ensuring that the documents are correct KB10. The actions to be taken if the documents are not correct KB11. The importance of maintaining the security and confidentiality of recorded information KB12. Procedures to maintain confidentiality of information KB13. The appropriate method for responding to requests for information KB14. The reporting procedures to followed before disclosing information to any outside party</p>
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 SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p>
	Reading Skills
	<p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams SA7. Understand the various coding systems as per company norms</p>
	Oral Communication
	<p>SA8. Express statements, opinions or information clearly so that others can hear and understand SA9. Respond appropriately to any queries SA10. Communicate with supervisor SA11. Communicate with upstream and downstream teams</p>
	Life Skills

Carry out reporting and documentation

	<p>Integrity</p> <p>SA12. Practice honesty with respect to company property and time</p> <p>SA13. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA14. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust</p> <p>Motivation</p> <p>SA15. Take responsibility for completing one’s own work assignment</p> <p>SA16. Take initiative to enhance/learn skills in ones’s area of work</p> <p>SA17. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one’s learning.</p> <p>SA18. Is open to new ways of doing things</p> <p>SA19. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p> <p>Reliability</p> <p>SA20. Avoid absenteeism</p> <p>SA21. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA22. Work in disciplined factory environment</p> <p>SA23. Be punctual</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues</p> <p>SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material /chemical is developed replacing existing one.</p> <p>SB3. Make changes in cycle time due to improved process.</p> <p>SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management</p> <p>SB5. Consult the peer group and superiors to arrive at a favourable decision.</p> <p>SB6. Use of standard available problem solving techniques for decision making</p> <p>SB7. Review and analyze the process steps to check on system non adherence and non conformity</p> <p>SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making</p> <p>SB9. Take a calculated risk with minimum losses</p> <p>Plan and Organize</p> <p>SB10. Plan and organize the factors of production to execute the business plan</p> <p>SB11. Fix up tasks and allotment of the same</p> <p>SB12. Assign tasks to suitable persons</p> <p>SB13. Motivate them for better output and time bound completion of tasks</p> <p>Customer Centricity</p> <p>SB14. Match customer needs/specification by adjusting the processing conditions (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</p>

Carry out reporting and documentation

	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 customer's 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/N5002		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Latex	Last reviewed on	25/10/2017
Occupation	Latex Product Manufacturing	Next review date	25/10/2021



National Occupational Standard



Overview

This unit is about carrying out quality checks

Unit Code	RSC/N5003
Unit Title (Task)	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 and inspect to identify problems Analysis and 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. 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>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</p>

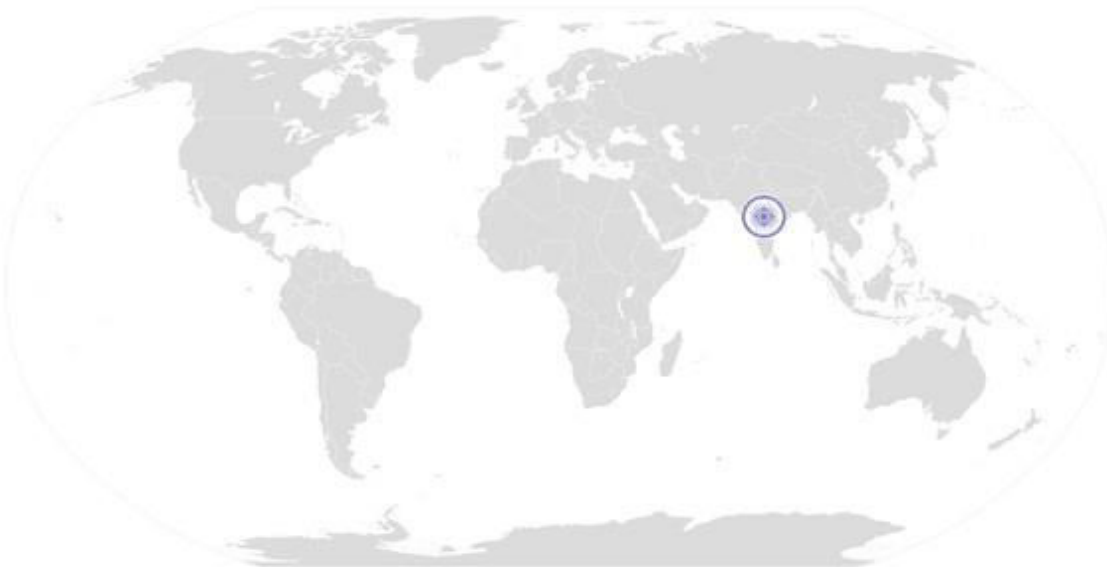
	<p>practices</p> <p>KA12. Rectification/solution of problems/conflicts for the smooth functioning of the organization</p> <p>KA13. Importance of documentation/reporting as per guidelines and procedures</p> <p>KA14. Knowledge of do's and don'ts (company's HR instructions)</p> <p>KA15. Importance of attending trouble shooting</p> <p>KA16. Importance of subject learning/ training</p> <p>KA17. Importance of Product and its application</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The importance of quality control procedures</p> <p>KB2. Relevance and importance of activities and how they contribute to the achievement of the quality objectives,</p> <p>KB3. Proper procedure for selecting the material/product and performing quality checks without affecting the material</p> <p>KB4. Availability of work instructions, as necessary,</p> <p>KB5. Characteristics of the product/material</p> <p>KB6. Use of suitable equipment</p> <p>KB7. Availability and use of monitoring and measuring devices,</p> <p>KB8. Requirements of records</p> <p>KB9. Importance of maintaining accurate up-to-date records</p> <p>KB10. The need to report within the stipulated time</p> <p>KB11. Implications of inaccurate measuring and testing instruments and equipment</p> <p>KB12. The cost of non-conformance to quality standards</p> <p>KB13. Implications (impact on internal/external customers) of defective products, materials or components</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p> <p>Reading Skills</p> <p>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</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>Life Skills</p> <p>Integrity</p> <p>SA1. Practice honesty with respect to company property and time</p> <p>SA2. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA3. 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>SA4. Take responsibility for completing one’s own work assignment</p> <p>SA5. Take initiative to enhance/learn skills in ones’s area of work</p> <p>SA6. 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>SA7. Is open to new ways of doing things</p> <p>SA8. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p> <p>Reliability</p> <p>SA9. Avoid absenteeism</p> <p>SA10. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA11. Work in disciplined factory environment</p> <p>SA12. Be punctual</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues</p> <p>SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material /chemical is developed replacing existing one.</p> <p>SB3. Make changes in cycle time due to improved process.</p> <p>SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management</p> <p>SB5. Consult the peer group and superiors to arrive at a favourable decision.</p> <p>SB6. Use of standard available problem solving techniques for decision making</p> <p>SB7. Review and analyze the process steps to check on system non adherence and non conformity</p> <p>SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making</p> <p>SB9. Take a calculated risk with minimum losses</p> <p>Plan and Organize</p> <p>SB10. Plan and organize the factors of production to execute the business plan</p> <p>SB11. Fix up tasks and allotment of the same</p> <p>SB12. Assign tasks to suitable persons</p> <p>SB13. Motivate them for better output and time bound completion of tasks</p> <p>Customer Centricity</p> <p>SB14. Match customer needs/specification by adjusting the processing conditions (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</p>

	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 customer's 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/N5003		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Latex	Last reviewed on	25/10/2017
Occupation	Latex Product Manufacturing	Next review date	25/10/2021



[Back to QP](#)

National Occupational Standard



Overview

This unit is about problem identification and escalation

Carry Out Problem Identification And Escalation

National Occupational Standard

Unit Code	RSC/N5004
Unit Title (Task)	Carry out problem identification and escalation
Description	This unit is about problem identification and escalation
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> ● Identify problems across: <ul style="list-style-type: none"> ○ Raw materials ○ Compounds ○ Product ○ Equipment ○ Others ● Identify solutions to problems ● Take corrective action ● Escalation of unresolved identified problems
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Problem Identification	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Identify defects/indicators of problems</p> <p>PC2. Identify any wrong practices that may lead to problems</p> <p>PC3. Identify practices that may impact the final product quality</p> <p>PC4. Identify if the problem has occurred before</p> <p>PC5. Identify other operations that might be impacted by the problem</p> <p>PC6. Ensure that no delays are caused as a result of failure to escalate problems</p>
Necessary Action	<p>PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required)</p> <p>PC8. Consider possible reasons for identification of problems</p> <p>PC9. Consider applicable corrections and formulate corrective action</p> <p>PC10. Formulate action in a timely manner</p> <p>PC11. Communicate problem/remedial action to appropriate parties</p> <p>PC12. Take corrective action in a timely manner</p> <p>PC13. Take corrective action for problems identified according to the company procedures</p> <p>PC14. Report/document problem and corrective action in an appropriate manner</p> <p>PC15. Monitor corrective action</p> <p>PC16. Evaluate implementation of corrective action taken to determine if the problem has been resolved</p> <p>PC17. Ensure that corrective action selected is viable and practical</p> <p>PC18. Ensure that correct solution is identified to an identified problem</p> <p>PC19. Take corrective action for problems identified according to the company procedures</p> <p>PC20. Ensure that no delays are caused as a result of failure to take necessary action</p>
Problem Escalation	<p>PC21. Escalate problem as per the escalation matrix laid down</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>

Carry Out Problem Identification And Escalation

Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</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>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Indicators of problems</p> <p>KB2. The working of the equipment and accessories(if applicable)</p> <p>KB3. The impact of operations on the user and equipment(if applicable)</p> <p>KB4. The impact of operations on the final product (if applicable)</p> <p>KB5. The effect of not rectifying the problems identified</p> <p>KB6. The reason for the occurrence of previous problems</p> <p>KB7. Measures and steps that have been taken to address the previous problems</p> <p>KB8. Possible solutions for various problems</p> <p>KB9. The correct method for carrying out corrective actions outlined for each problem</p> <p>KB10. The impact of not carrying out the corrective actions</p> <p>KB11. The documentation procedure for recording such problems, as per company norms</p> <p>KB12. The escalation matrix for reporting problems</p> <p>KB13. Escalation matrix for reporting unresolved problems</p> <p>KB14. The time frame within which in which each problem needs to be escalated</p> <p>KB15. Manner in which each problem needs to be escalated</p>
Skills (S)	
<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>

Carry Out Problem Identification And Escalation

	SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes
	Reading Skills
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	SA6. Read images, graphs, diagrams
	SA7. Understand the various coding systems as per company norms
	Oral Communication
	SA8. Express statements, opinions or information clearly so that others can hear and understand
	SA9. Respond appropriately to any queries
	SA10. Communicate with supervisor
	SA11. Communicate with upstream and downstream teams
Life Skills	
Integrity	
SA12. Practice honesty with respect to company property and time	
SA13. Communicate with people in a form and manner and using language that is open and respectful	
SA14. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust	
Motivation	
SA15. Take responsibility for completing one’s own work assignment	
SA16. Take initiative to enhance/learn skills in ones’s area of work	
SA17. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one’s learning.	
SA18. Is open to new ways of doing things	
SA19. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.	
Reliability	
The user/individual on the job needs to know and understand how to:	
SA20. Avoid absenteeism	
SA21. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations	
SA22. Work in disciplined factory environment	
SA23. Be punctual	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. Take a decision for any change/issue based on earlier successes (documented previous history) on similar issues
	SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material /chemical is developed replacing existing one.
	SB3. Make changes in cycle time due to improved process.
	SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management

Carry Out Problem Identification And Escalation

	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.
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SB30. refer anomalies to the line manager	

Version Control

NOS Code	RSC/N5004		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Latex	Last reviewed on	25/10/2017
Occupation	Latex Product Manufacturing	Next review date	25/10/2021



[Back to QP](#)

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 ensure work is carried out according to the currently recommended safe practices.</p> <p>PC5. Use equipment and materials safely and correctly and return the same to designated storage when not in use</p> <p>PC6. Dispose off waste safely and correctly in a designated area</p> <p>PC7. Recognize the risk to bystanders and take action to reduce risk associated with jobs in the workplace</p> <p>PC8. Perform work in a manner which minimizes environmental damage</p> <p>PC9. Monitor closely all procedures and work instructions for controlling risk</p> <p>PC10. Report any accidents, incidents or problems without delay to an appropriate person and take immediate necessary action to reduce further danger.</p>
Render appropriate emergency procedures	<p>PC11. Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency.</p> <p>PC12. Follow emergency procedures as per company standards and workplace requirements.</p> <p>PC13. Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements.</p> <p>PC14. Provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques.</p> <p>PC15. Recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate</p>

	<p>PC16. Dispose of 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	<p>Writing Skills</p> <p>The individual on the job needs to know and understand how to:</p> <p>SA1. Record data which are required for record keeping purpose</p> <p>SA2. Report problems to the appropriate person in a timely manner</p> <p>SA3. Write descriptions and details about incidents in report</p> <p>Reading Skills</p> <p>SA4. Read instruction manuals for hand tools and equipment</p> <p>SA5. Read instructions on work orders and procedures</p> <p>Oral Communication</p> <p>SA6. Receive instructions and seek advice from superiors</p> <p>SA7. Communicate clearly and effectively with others</p>
B. Professional Skills	<p>Decision Making</p> <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> <p>SB9. Take a calculated risk with minimum losses</p> <p>Plan and Organize</p> <p>SB10. Schedule daily activities and drawing up priorities; allocate start times, estimation of completion times and materials, equipment and assistance required for completion.</p>

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

NOS Version Control

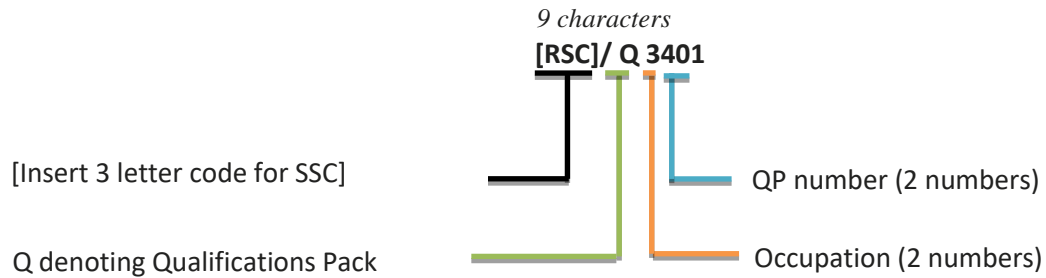
NOS Code	RSC/N5007		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Latex	Last reviewed on	25/10/2017
Occupation	Latex Product Manufacturing	Next review date	25/10/2021



Annexure

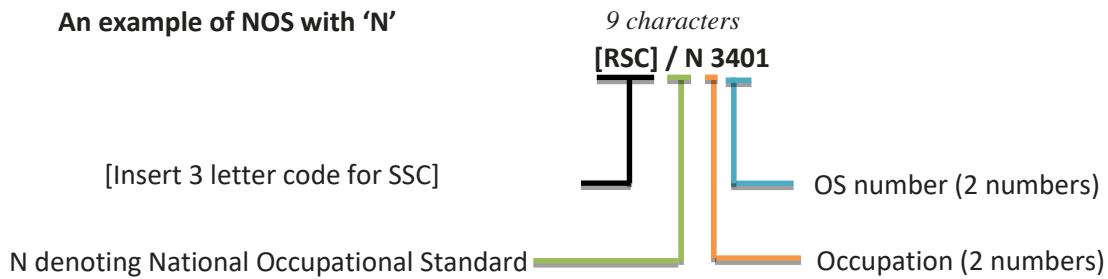
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



Qualifications Pack For Latex Mixing Operator

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

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

Sequence	Description	Example
Three letters	Industry name	[RSC]
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	34
Next two numbers	OS number	01

Criteria For Assessment Of Trainees

Job Role: Latex Mixing Operator

Qualification Pack Code: RSC/Q3401

Sector Skill Council: Rubber Skill Development Council

Guidelines for Assessment

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

Compulsory NOS				Marks Allocation		
Total Marks: 700						
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical	
RSC/N3401 Perform pre mixing latex activities	PC1. Ensure that the compounding vessels are clean and ready to use.	100	7	4	3	
	PC2. Ensure that the tools required for dispersion/emulsion/compound preparations are ready.		8	5	3	
	PC3. Ensure proper control of utilities, viz, water, electricity, compressed air, weighing scale etc.		8	5	3	
	PC4. Check the functioning of machines		7	4	3	
	PC5. Ensure that all the ingredients required are approved and released by laboratory.		8	5	3	
	PC6. Ensure the availability of ingredients for the required dispersion/emulsion/ compound as per specification		9	5	4	
	PC7. Ensure that the hardness of water used for compound is within specification for usage.		7	5	2	
	PC8. Ensure all balance unused left over ingredients are stored properly to avoid any contamination or deterioration during storage and are used up while mixing the next compound batch.		3	0	3	
	PC9. Ensure precaution for dust / chemical inhaling and handling		7	3	4	
	PC10. Carry out fumigations of compounding vessels to prevent bacteria formations and build up		7	4	3	
	PC11. Precaution against putting Finger / Hand inside the machine / usage of safety break fitted on the machine		7	4	3	
	PC12. Ensure the use of certified safe chain hoist/s for lifting drums and		7	4	3	

	pouring ingredients.				
	PC13. Adhere to all safety norms (such as wearing protective gloves ,mask and safety shoes).		4	4	0
	PC14. Avoid spillage and in case of spillage occur , follow safety measures as laid down by safety department		7	4	3
	PC15. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		4	4	0
	Total		100	60	40
RSC/N3402 Perform latex compound preparation_v2	PC1. Ensure that the weight of each ingredient is of the right quantity as specified in the mixing instructions/ organizations SOP.	100	6	3	3
	PC2. Ensure the sequential addition of ingredients is strictly followed as per instructions /SOP		8	3	5
	PC3. Prepare compounding dispersions, emulsions and solutions as per formulation		8	3	5
	PC4. Temperature control during milling and mixing		8	3	5
	PC5. Proper dilution of the dispersions for the required total solids		8	3	5
	PC6. Frequent testing of the dispersions to obtain optimum particle size.		5	2	3
	PC7. Prepare latex compounds to the required solid contents		8	3	5
	PC8. Check emulsion compatibility and stability		6	2	4
	PC9. Perform de-aerations for the latex production as per the procedure		8	3	5
	PC10. Follow the standard operating procedures of each operations with respect to latex compounding		7	3	4
	PC11. Carry out colour mixing for latex compound, if required		8	3	5
	PC12. Ensure the use of certified equipments for lifting ingredients for compound preparation		2	0	2
	PC13. Handle the ingredients intended for compound preparation using hand gloves and other safety equipment as directed by organizations safety department		5	3	2
	PC14. Adhere to all safety norms (such as wearing protective gloves, masks and shoes)		4	4	0
	PC15. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		4	4	0
	PC16. Follow the guidance of safety department to contain spillages which may affect the health and safety of self or the environment in the compounding area		5	3	2
	Total		100	45	55
RSC/N3403 Perform post latex mixing activities	PC1. Ensure that the storage container is ready as per the requirement.	100	6	3	3
	PC2. Ensure that the outlet of the storage do not cause any leakage/spillage.		6	3	3
	PC3. Unload compound appropriately.		12	5	7
	PC4. Draw sample for lab testing and release.		12	5	7
	PC5. Set timer for appropriate minimum aging of compound before usage in the next operation.		12	5	7
	PC6. Dispose of waste material safely, as per organizational SOP.		14	8	6
	PC7. Ensure identification and traceability by batch marking/coding for the right product as per the instructions laid down by the company (in terms of batch number, weight, color and date stamp		12	8	4
	PC8. Send sample of the prepared compound in the specified sample size and method as directed by the company		11	6	5

	PC9. Handle the material using hand gloves and other safety equipment.		7	4	3
	PC10. Adhere to all safety norms (such as wearing protective gloves , shoes, safety goggles etc).		4	4	0
	PC11. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		4	4	0
	Total		100	55	45
RSC/N5001 To 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	100	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. Ensure that documentation is completed relating to one's role		10	6	4

	PC5. Record details accurately in an appropriate format		16	6	10
	PC6. Complete all documentation within stipulated time according to company procedure		14	4	10
	PC7. Ensure that the final document meets with the requirements of the people who have requested for it or make amendments accordingly		6	4	2
	PC8. Make sure documents are available to all appropriate authorities to inspect		6	4	2
	PC9. Respond to the requests for information in an appropriate manner whilst following organizational procedures		6	6	0
	PC10. Inform the appropriate authority 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. Evaluate 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 the results of the 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 the escalation matrix laid down		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. 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.		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. Assess the risk prior to performing manual handling jobs and ensure work is carried out according to the currently recommended safe practices.		6	4	2
	PC5. Use equipment and materials safely and correctly and return the same to designated storage when not in use		0	0	0
	PC6. Dispose off waste safely and correctly in a designated area		6	4	2
	PC7. Risks to bystanders are recognized and action taken to reduce risk associated with jobs in the workplace		0	0	0
	PC8. Perform work in a manner which minimizes environmental damage		0	0	0
	PC9. All procedures and work instructions for controlling risk are followed closely.		0	0	0
	PC10. Report any accidents, incidents or problems without delay to an appropriate person and take immediate necessary action to reduce further danger.		0	0	0
	PC11. Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency.		6	4	2
	PC12. Follow emergency procedures as per company standards and workplace requirements.		8	5	3
	PC13. Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements.		8	5	3
	PC14. Provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques.		0	0	0
	PC15. Recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate		0	0	0
	PC16. Dispose off medical waste in accordance with workplace requirements		0	0	0
	PC17. Report details of first aid administered in accordance with work place procedures.		7	4	3
	PC18. Comply with general safety procedures		8	4	4

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