

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR RUBBER INDUSTRY



Contents

1. <u>Introduction and Contacts.....</u>	1
2. <u>Qualifications Pack.....</u>	2
3. <u>Glossary of Key Terms.....</u>	3
4. <u>OS Units.....</u>	6
5. <u>Annexure: Nomenclature for QP & OS.....</u>	65
6. <u>Assessment Criteria.....</u>	67

What are Occupational Standards(OS)?

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

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Introduction

Qualifications Pack- Tyre Retreading Inspection and Buffing Operator

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Tyre

OCCUPATION: Tyre Retreading

REFERENCE ID: RSC/Q3501

ALIGNED TO: NCO-2015/NIL

Brief Job Description: Tyre Retreading Inspection and Buffing Operator is responsible to inspect and buff carcass / tyre before it goes for re-treading process.

Personal Attributes: This job requires the individual to be a good observer. He should demonstrate qualities of a good observer in inspecting the different tyres. He should be focused and attentive in performing the assigned task diligently. He must be able to work independently under the guidance of the supervisor. He should be comfortable in performing physical labour intensive work and willing to learn the new and emerging methods of tyre casing inspection and buffing.

Job Details	Qualifications Pack Code	RSC/Q3501		
	Job Role	Tyre Retreading Inspection and Buffing Operator		
	Credits(NSQF)	TBD	Version number	2.0
	Sector	Rubber Manufacturing	Drafted on	02/12/2014
	Sub-sector	Tyre	Last reviewed on	20/12/2017
	Occupation	Tyre Retreading	Next review date	20/12/2020
	NSQC Clearance on			
	Job Role	Tyre Retreading Inspection and Buffing Operator		
	Role Description	Tyre Retreading Inspection and Buffing Operator is responsible to inspect and buff carcass / tyre before it goes for re-treading process.		
	NSQF level	4		
Minimum Educational Qualifications*	Class VIII Pass			
Maximum Educational Qualifications*	NA			
Prerequisite License or Training	NA			
Minimum Job Entry Age	18 years			
Experience	Worked as a semi-skilled helper for at least 12 months the same or similar process			
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> 1. RSC/N3501- Prepare tools and machine for inspection and buffing 2. RSC/N3502- Undertake inspection of tyres-v2 3. RSC/N3503 - Undertake buffing of tyres-v2 4. RSC/N5001 - Carry out housekeeping in rubber product manufacturing 5. RSC/N5002 - Carry out reporting and documentation 6. RSC/N5003 - Carry out quality checks 7. RSC/N5004 - Carry out problem identification and escalation 8. RSC/N5007 - Carry out health and safety 9. RSC/N5013 - Develop entrepreneurship skills 			
Performance Criteria	As described in the relevant OS units			

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

National Occupational Standard



Overview

This unit is about preparing material, tools and machine for tyre inspection and buffing.

Unit Code	RSC/N3501
Unit Title (Task)	Prepare tools and machine for inspection and buffing
Description	This unit is about preparing material, tools and machine for tyre inspection and buffing.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Ensure that required tools, equipments, machine and material are available for inspection • Ensure that material and tyres to be inspected for casing are available • Ensure housekeeping and safety in work area
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Equipment readiness	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Ensure the availability of all required tools for inspection and buffing. PC2. Ensure that the tools are clean and in ready to use condition. PC3. Ensure adequate light in the inspection area` PC4. Prepare automatic buffing machine. PC5. Place the tools on a safe location. PC6. Clean the inspecting table</p>
Raw material appropriateness	<p>PC7. Put all tyres to be inspected in one row size wise</p>
Housekeeping & Safety	<p>PC8. Ensure the use of certified/tested inspection tools and check their functioning. PC9. Adhere to all safety norms (such as wearing protective gloves and shoes). PC10. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Implications of poorly prepared tools. KA2. Importance of identifying non-conforming materials and their storage. KA3. Risk and impact of not following defined procedures/work instructions. KA4. Escalation matrix for reporting identified problems KA5. Records to be maintained and the implications of their non-maintenance. KA6. Importance of housekeeping activities. KA7. Health, safety and environment guidelines, legislation and regulations as applicable. KA8. Personal protection (which protective equipment to be used and how). KA9. Impact of poor practices on health, safety and environment.</p>

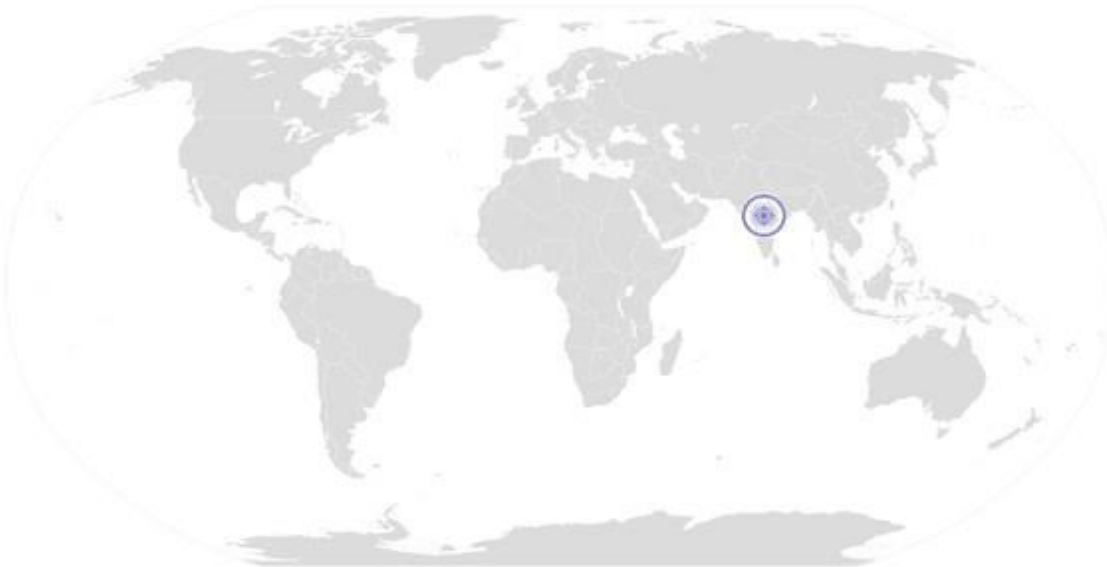
	<p>KA10. Potential hazards and actions to minimize them. KA11. The escalation matrix and procedures for reporting hazard KA12. Impact of various practices on cost, quality, productivity, delivery and safety. KA13. Handover/Takeover of the equipment/work area as per the organizational SOP.</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Proper maintenance of hand tools KB2. Optimal selection of tool for undertaking inspection/buffing operation KB3. Functioning of automatic buffing machine KB4. Knowledge of Tyre size and properties KB5. Various abnormalities and suitable response for abnormalities in equipment performance. KB6. Implications of delays in the preparation KB7. Cleanliness and safety requirements for commencing inspection operation. KB8. Units of measurement. KB9. Response to injuries while handling inspection tools KB10. Knowledge of first aid treatment to address any cut/injury</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and prepare tags SA2. Fill up appropriate forms and activity logs in required format of the company SA3. Perform basic mathematical operations</p> <p>Reading Skills</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA5. Read images, graphs, diagrams SA6. Understand the various coding systems as per company norms</p> <p>Oral Communication</p> <p>SA7. Express statements, opinions or information clearly so that others can hear and understand SA8. Respond appropriately to any queries SA9. Communicate with supervisor</p> <p>Life Skills</p>

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

	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.
	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/N3501		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre	Last reviewed on	20/12/2017
Occupation	Tyre Retreading	Next review date	20/12/2020



[Back to QP](#)

National Occupational Standard



Overview

This unit is about performing inspection operation using the tools.

RSC/N3502
Undertake Inspection of Tyres

Transforming the skill landscape

National Occupational Standard

Unit Code	RSC/N3502
Unit Title (Task)	Undertake inspection of tyres
Description	This unit is about performing inspection operation using the tools.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Undertake inspection of tyre • Ensure housekeeping and safety in inspection area
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Operation	<p>To be competent, the user/individual on the job must be able to :</p> <p>PC1. Put hand glove and pick up one tyre for inspection</p> <p>PC2. See tyre to be re-treaded on visually from outside and all 360 Degree</p> <p>PC3. Roll the tyre on the ground and check for defect like – bead for any damaged , sidewall for any crack , any sidewall hole , tread damaged , severe cut of tread , exposed fabric and all other as per company SOP</p> <p>PC4. In case differentiate useable or reject based on SOP and mark portion need repair with marker / crayon</p> <p>PC5. In case tyre is not suitable for re tread –put REJECT mark</p> <p>PC6. Lift the tyre using hoist and put on roller type inspection table which has lamp / light attached</p> <p>PC7. This inspection is for inside the carcass</p> <p>PC8. Spread bead apart using spreader</p> <p>PC9. With the help of lamp / light see the condition of inside portion of the tyre</p> <p>PC10. Check for any though hole , already repaired , loose cord, nail is present or penetrated though and all other as per SOP</p> <p>PC11. Tyre has to rotated and it has be check circumferentially</p> <p>PC12. Use marker / crayon mark to mark any observation on inside inspection also</p> <p>PC13. Use poker to make sure any FM is embed are removed/ cut</p> <p>PC14. Remove spreader</p> <p>PC15. Unload tyre with the help of Hoist from inspection table</p> <p>PC16. Keep in OK line if it is OK or in separate line of “REJECTED “ line with proper marking</p>
Housekeeping & Safety	<p>PC17. Handle the material using hand gloves and other safety equipment.</p> <p>PC18. Adhere to all safety norms (such as wearing protective gloves and shoes, safety mask etc)</p> <p>PC19. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational</p>

	standards.
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Inspection operation and its importance.</p> <p>KA2. Implications of poorly prepared tools.</p> <p>KA3. The material disposal procedure, importance of appropriate disposal of material and implications of not following the material disposal procedure.</p> <p>KA4. How to conduct quality and damage checks and their importance.</p> <p>KA5. Importance of identifying non-conforming products and their storage.</p> <p>KA6. Risk and impact of not following defined procedures/work instructions.</p> <p>KA7. The escalation matrix for reporting identified issues.</p> <p>KA8. Types of documentation in the organization and their importance.</p> <p>KA9. Records to be maintained and the implications of their non-maintenance.</p> <p>KA10. Importance of housekeeping & good shop floor practices</p> <p>KA11. Health, safety and environment guidelines, legislations and regulations, as applicable.</p> <p>KA12. Personal protection (which protective equipment to be used and how).</p> <p>KA13. Impact of poor practices on health, safety and environment.</p> <p>KA14. Potential hazards and actions to minimize them.</p> <p>KA15. The escalation matrix and procedures for reporting hazards.</p> <p>KA16. Importance of FIFO</p> <p>KA17. Impact of various practices on cost, quality, productivity, delivery and safety.</p> <p>KA18. 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. Knowledge of Tyre size</p> <p>KB2. Identification of tyre defect</p> <p>KB3. Functioning of different part of tyre</p> <p>KB4. Knowledge of use of tool to check /inspect tyre</p> <p>KB5. Acceptance level for re-treading</p> <p>KB6. Cleanliness and safety requirements for inspection operation.</p> <p>KB7. The process and importance of quality checks.</p> <p>KB8. Types of defects leading to rejections and their indicators, reasons and possible solutions</p> <p>KB9. Potential problems in the inspection operation.</p> <p>KB10. Units of measurement.</p> <p>KB11. Knowledge of first aid treatment to respond to injuries.</p>
Skills (S)	
A. Core Skills/	Writing Skills

RSC/N3502
Undertake Inspection of Tyres

Generic Skills	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and prepare tags</p> <p>SA2. Fill up appropriate forms and activity logs in required format of the company</p> <p>SA3. Perform basic mathematical operations</p>
	Reading Skills
	<p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA5. Read images, graphs, diagrams</p> <p>SA6. Understand the various coding systems as per company norms</p>
	Oral Communication
	<p>SA7. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA8. Respond appropriately to any queries</p> <p>SA9. Communicate with supervisor</p> <p>SA10. Communicate with upstream and downstream teams</p>
	Life Skills
	<p>Integrity</p> <p>SA11. Practice honesty with respect to company property and time</p> <p>SA12. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA13. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust</p>
	<p>Motivation</p> <p>SA14. Take responsibility for completing one's own work assignment</p> <p>SA15. Take initiative to enhance/learn skills in one's area of work</p> <p>SA16. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning.</p> <p>SA17. Is open to new ways of doing things</p> <p>SA18. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p>
	<p>Reliability</p> <p>SA19. Avoid absenteeism</p> <p>SA20. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA21. Work in disciplined factory environment</p> <p>SA22. Be punctual</p>
	Decision Making

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

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



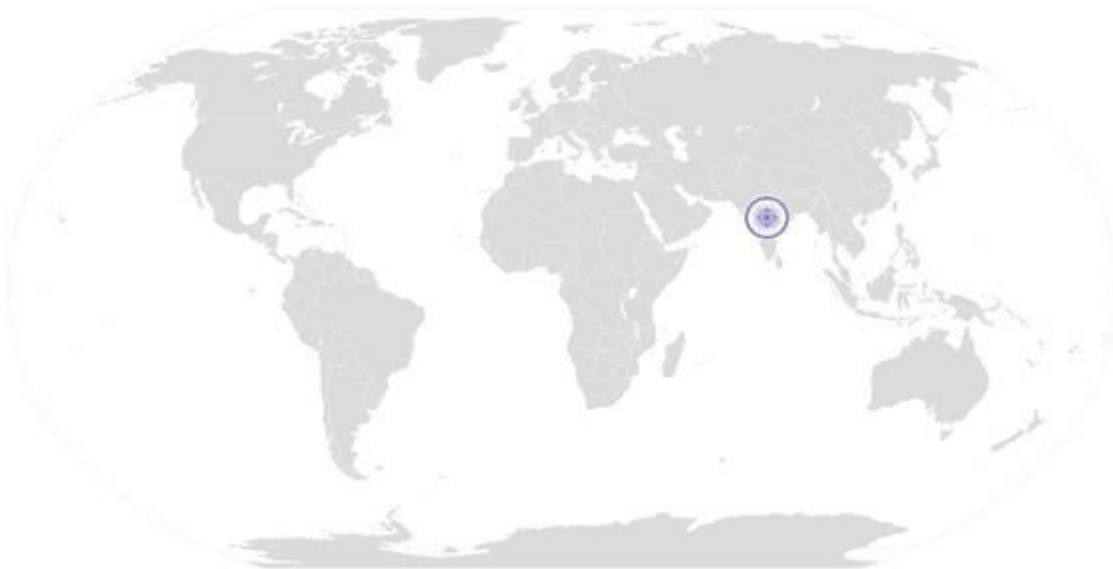
NOS Version Control

NOS Code	RSC/N3502		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre	Last reviewed on	20/12/2017
Occupation	Tyre Retreading	Next review date	20/12/2020



[Back to QP](#)

National Occupational Standard



Overview

This unit is about performing buffing operation using the tools.

Unit Code	RSC/N3503
Unit Title (Task)	Undertake buffing of tyres
Description	This unit is about performing buffing operation using the tools.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Check the inspected tyres material before commencing buffing • Undertake buffing operation of tyre • Ensure housekeeping and safety in work area
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Material appropriateness	<p>To be competent, the user/individual on the job must be able to :</p> <p>PC1. Put inspected tyres /size wise to be buffed in one row</p> <p>PC2. Check tyre to be re- treaded on visually from outside and all 360 Degree</p> <p>PC3. Roll the tyre on the ground and check for defect like – bead for any damaged , sidewall for any crack , any sidewall hole , tread damaged , severe cut of tread, exposed fabric and all other as per company SOP</p> <p>PC4. Check if tyre has any mark with crayon or other marker so that all precaution can be taken before performing buffing operation</p>
Operation	<p>PC5. Lift the tyre from one bead side using hoist and put on roller type buffing roller / table which has lamp / light attached</p> <p>PC6. Mark tread portion with marker – guideline for buffer to cut tread manually as per SOP</p> <p>PC7. Hold the tyre and start chipping top tread slowly – slowly</p> <p>PC8. Continue this operation all round with eye measurement and keeping left out portion (called under depth / under tread)</p> <p>PC9. Be careful not to go up to Fabric / reinforcement material is visible –it should just above fabric</p> <p>PC10. Remove rubber tread portion full width of TREAD only</p> <p>PC11. Take buffing stone in hand (it is rotating/ RPM with high speed)</p> <p>PC12. Hold buffing toll by both hand in such a way that it should not have slippage while buffing as it need some human rated pressure</p> <p>PC13. Start buffing uneven hand cut left out tread portion uniformly from one end to another end and circumferentially</p> <p>PC14. Extra care must be taken wherever defect / mark is given by carcass inspecting inspector</p> <p>PC15. With the help of lamp / light see the condition of inside portion of the tyre</p> <p>PC16. Make carcass top surface rough with teethed grinder</p>

Undertake buffing of tyres

	<p>PC17. Clean manually and remove all loose dust rubber particle with the help of brush / by blowing air blast</p> <p>PC18. Once again check tyre circumferentially for any non - uniformity on buffing</p> <p>PC19. Unload tyre with the help of Hoist / table</p> <p>PC20. Mark Ok mark on tyre and keep in OK row for next operation</p> <p>PC21. In case tyre is not suitable for re tread –put REJECT mark</p>
<p>Housekeeping & Safety</p>	<p>PC22. Handle the material using hand gloves and other safety equipment.</p> <p>PC23. Use all protecting measure like Eye goggle , nose mask etc are very important to put before this operation</p> <p>PC24. Carefully handle Buffing shaft with grinder / tool which has sharp teeth</p> <p>PC25. Adhere to all safety norms (such as wearing protective gloves and shoes, safety mask etc)</p> <p>PC26. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Buffing operation and its importance.</p> <p>KA2. Implications of poorly prepared tools.</p> <p>KA3. How to conduct quality and damage checks and their importance.</p> <p>KA4. Importance of identifying non-conforming products and their storage.</p> <p>KA5. Risk and impact of not following defined procedures/work instructions.</p> <p>KA6. The escalation matrix for reporting identified issues.</p> <p>KA7. Types of documentation in the organization and their importance.</p> <p>KA8. Records to be maintained and the implications of their non-maintenance.</p> <p>KA9. Importance of housekeeping and good shopfloor practices</p> <p>KA10. Health, safety and environment guidelines, legislations and regulations, as applicable.</p> <p>KA11. Personal protection(which protective equipment to be used and how).</p> <p>KA12. Impact of poor practices on health, safety and environment.</p> <p>KA13. Potential hazards and actions to minimize them.</p> <p>KA14. The escalation matrix and procedures for reporting hazards.</p> <p>KA15. Importance of FIFO</p> <p>KA16. Impact of various practices on cost, quality, productivity, delivery and safety.</p> <p>KA17. Handover/Takeover of the equipment/work area as per organizational SOP.</p>

Undertake buffing of tyres

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of buffing operation KB2. Identification of tyre defect KB3. Functioning of buffer shaft KB4. Knowledge of use of tool to check /inspect tyre KB5. Use of buffing machine KB6. Proper removal of rubber tread KB7. Cleanliness and safety requirements for buffing operation KB8. The process and importance of quality checks. KB9. Types of defects leading to rejections and their indicators, reasons and possible solutions KB10. Potential problems in the buffing operation KB11. Units of measurement. KB12. Knowledge of first aid treatment to respond to injuries. KB13. Proper usage of lamp/light KB14. Proper unloading of tyre</p>							
<p>Skills (S)</p>								
<p>A. Core Skills/ Generic Skills</p>	<table border="1"> <tr> <td data-bbox="480 995 1523 1020"> <p>Writing Skills</p> </td> </tr> <tr> <td data-bbox="480 1026 1523 1184"> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and prepare tags SA2. Fill up appropriate forms and activity logs in required format of the company SA3. Perform basic mathematical operations</p> </td> </tr> <tr> <td data-bbox="480 1190 1523 1236"> <p>Reading Skills</p> </td> </tr> <tr> <td data-bbox="480 1243 1523 1400"> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA5. Read images, graphs, diagrams SA6. Understand the various coding systems as per company norms</p> </td> </tr> <tr> <td data-bbox="480 1407 1523 1453"> <p>Oral Communication</p> </td> </tr> <tr> <td data-bbox="480 1459 1523 1675"> <p>SA7. Express statements, opinions or information clearly so that others can hear and understand SA8. Respond appropriately to any queries SA9. Communicate with supervisor SA10. Communicate with upstream and downstream teams</p> </td> </tr> <tr> <td data-bbox="480 1682 1523 1728"> <p>Life Skills</p> </td> </tr> </table>	<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 prepare tags SA2. Fill up appropriate forms and activity logs in required format of the company SA3. Perform basic mathematical operations</p>	<p>Reading Skills</p>	<p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA5. Read images, graphs, diagrams SA6. Understand the various coding systems as per company norms</p>	<p>Oral Communication</p>	<p>SA7. Express statements, opinions or information clearly so that others can hear and understand SA8. Respond appropriately to any queries SA9. Communicate with supervisor SA10. Communicate with upstream and downstream teams</p>	<p>Life Skills</p>
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	<p>Integrity</p> <p>SA11. Practice honesty with respect to company property and time</p> <p>SA12. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA13. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust</p>
	<p>Motivation</p> <p>SA14. Take responsibility for completing one’s own work assignment</p> <p>SA15. Take initiative to enhance/learn skills in ones’s area of work</p> <p>SA16. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one’s learning.</p> <p>SA17. Is open to new ways of doing things</p> <p>SA18. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p> <p>Reliability</p> <p>SA19. Avoid absenteeism</p> <p>SA20. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA21. Work in disciplined factory environment</p> <p>SA22. Be punctual</p>
B. Professional Skills	<p>Decision Making</p>
	<p>The individual needs to know and understand how to:</p> <p>SB1. Take a decision for any change/issue based on earlier successes(documented previous history)on similar issues</p> <p>SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material/chemical is developed replacing existing one.</p> <p>SB3. Make changes in cycle time due to improved process.</p> <p>SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management</p> <p>SB5. Consult the peer group and superiors to arrive at a favourable decision.</p> <p>SB6. Use of standard available problem solving techniques for decision making</p> <p>SB7. Review and analyze the process steps to check on system non adherence and non conformity</p> <p>SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making</p> <p>SB9. Take a calculated risk with minimum losses</p>
	<p>Plan and Organize</p>

	<p>SB10. Plan and organize the factors of production to execute the business plan</p> <p>SB11. Fix up tasks and allotment of the same</p> <p>SB12. Assign tasks to suitable persons</p> <p>SB13. Motivate them for better output and time bound completion of tasks</p>
	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 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>
	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/N3503		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre	Last reviewed on	20/12/2017
Occupation	Tyre Retreading	Next review date	20/12/2020



[Back to QP](#)

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</p>

	<p>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>
General	<p>PC23. Maintain schedules and records for housekeeping duty</p> <p>PC24. Replenish any necessary supplies or consumables</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>KA1. Importance of learning proper procedures and techniques</p> <p>KA2. Implications of not following the organizational requirement for approval for undertaking the specific task</p> <p>KA3. Importance of completing the activities as per the schedule</p> <p>KA4. Implications of not following the defined procedures/work instructions</p> <p>KA5. Importance of team work</p> <p>KA6. Health, Safety and Environment guidelines, legislation and regulations as applicable</p> <p>KA7. Actions to be taken in case of non-conformity to behavioral standards of the organization</p> <p>KA8. Impact of poor practices on the individual's and organization's performance</p> <p>KA9. Importance of optimal utilization of resources</p> <p>KA10. Importance of providing feedback for improvement</p> <p>KA11. Importance of indigenous knowledge for evolving/adopting operation specific practices</p> <p>KA12. Rectification/solution of problems/conflicts for the smooth functioning of the organization</p> <p>KA13. Importance of documentation/reporting as per guidelines and procedures</p> <p>KA14. Knowledge of do's and don'ts (company's HR instructions)</p> <p>KA15. Importance of attending trouble shooting</p> <p>KA16. Importance of subject learning/ training</p> <p>KA17. Importance of Product and its application</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The levels of hygiene required by workplace and why it is important to maintain them during your work</p> <p>KB2. How to inspect a work area to decide what cleaning it needs</p> <p>KB3. Methods and materials that used for cleaning variety of surfaces</p>

	<p>KB4. The types of cleansing agents that are not to be mixed together</p> <p>KB5. The correct method for cleaning equipment and/or machinery used during your work</p> <p>KB6. The importance of personal protective equipment</p> <p>KB7. Appropriate personal protective equipment for the work area, cleaning equipment, tools, materials and chemicals used</p> <p>KB8. The correct sequence for cleaning the work area</p> <p>KB9. The time taken by the treatment to work</p> <p>KB10. The importance of following manufacturer's instructions on cleaning agents</p> <p>KB11. The most appropriate place to carry out test cleans and why this should be done before applying treatments</p> <p>KB12. The importance of applying treatments evenly and the effect of not doing this</p> <p>KB13. Process of cleaning the surfaces without causing injury or damage</p> <p>KB14. The method to check the treated surface and equipment on completion of cleaning</p> <p>KB15. Procedures for reporting any unidentified soiling</p> <p>KB16. Procedures for disposing off waste</p> <p>KB17. Procedures for disposing off or storing personal protective equipment</p> <p>KB18. Escalation procedures for soils or stains that could not be removed</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p>
	Reading Skills
	<p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
	Oral Communication

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

	<p>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>
	<p>SB23. Interpret quality for sheet</p> <p>SB24. Suggest improvements(if any) in process/product/materials based on results and experience</p>
	<p>Analytical Thinking</p>
	<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>
	<p>Critical Thinking</p>
	<p>SB28. seek clarification on problems from others</p>

	SB29. apply problem-solving approaches in different situations SB30. refer anomalies to the line manager
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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	Tyre	Last reviewed on	20/12/2017
Occupation	Tyre Retreading	Next review date	20/12/2020



[Back to QP](#)

National Occupational Standard



Overview

This unit is about reporting and documentation

Unit Code	RSC/N5002
Unit Title (Task)	Carry out reporting and documentation
Description	This unit is about carrying out reporting and documentation
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Reporting of data/problem/incidents etc • Documentation • Information Security
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Reporting	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Report data/problems/incidents as applicable in a timely manner</p> <p>PC2. Report to the appropriate authority as laid down by the company</p> <p>PC3. Follow reporting procedures as prescribed by the company</p>
Recording and Documentation	<p>PC4. Identify documentation to be completed relating to one's role</p> <p>PC5. Record details accurately an appropriate format</p> <p>PC6. Complete all documentation within stipulated time according to company procedure</p> <p>PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly</p> <p>PC8. Make sure documents are available to all appropriate authorities to inspect</p>
Information Security	<p>PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures</p> <p>PC10. Inform the appropriate authority of requests for information received</p>
Knowledge and Understanding (K)	
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> <p>KA15. Importance of attending trouble shooting</p> <p>KA16. Importance of subject learning/ training</p> <p>KA17. Importance of Product and its application</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different methods of recording information</p> <p>KB2. Various documents that need to be maintained</p> <p>KB3. Company procedure for filling/maintaining up the documents</p> <p>KB4. Procedures for reporting to the appropriate authority</p> <p>KB5. Procedures for recording damage, breakages etc</p> <p>KB6. Reporting incidents where standard operating procedures are not followed</p> <p>KB7. The importance of complete and accurate documentation</p> <p>KB8. How to maintain complete documentation accurately and within agreed timescales</p> <p>KB9. The importance of ensuring that the documents are correct</p> <p>KB10. The actions to be taken if the documents are not correct</p> <p>KB11. The importance of maintaining the security and confidentiality of recorded information</p> <p>KB12. Procedures to maintain confidentiality of information</p> <p>KB13. The appropriate method for responding to requests for information</p> <p>KB14. The reporting procedures to followed before disclosing information to any outside party</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p> <p>Reading Skills</p>

	<p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p> <p>Oral Communication</p> <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>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 individual needs to know and understand how to:</p> <p>SB1. Take a decision for any change/issue based on earlier successes(documented previous history)on similar issues</p> <p>SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material/chemical is developed replacing existing one.</p> <p>SB3. Make changes in cycle time due to improved process.</p> <p>SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management</p> <p>SB5. Consult the peer group and superiors to arrive at a favourable decision.</p>

	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
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	Customer Centricity
	SB14. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required)
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	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.
	SB31. Work on the feedback received from customer regarding the product.
	Problem Solving
	SB32. Interpret quality for sheet
SB33. Suggest improvements(if any) in process/product/materials based on results and experience	
Analytical Thinking	
SB34. Identify the problems pertaining to the sharpening of tools based on visual inspection and work efficiency	
SB35. Diagnose common problems in the machine based on visual inspection, sound, etc	
SB36. Suggest improvements(if any) in process based on experience	

	Critical Thinking
	SB37. seek clarification on problems from others SB38. apply problem-solving approaches in different situations SB39. refer anomalies to the line manager



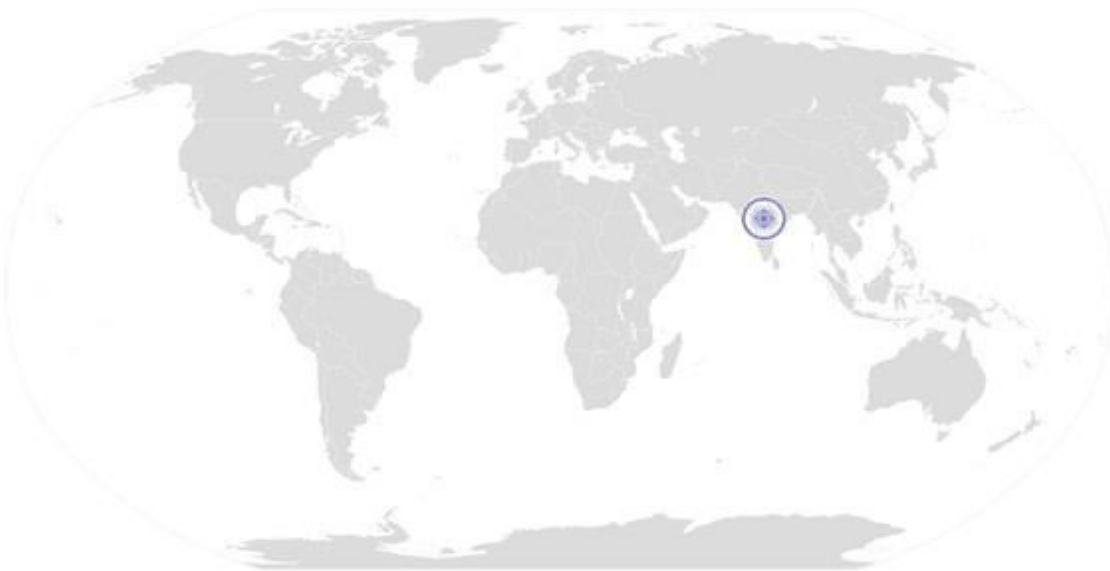
NOS Version Control

NOS Code	RSC/N5002		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre	Last reviewed on	20/12/2017
Occupation	Tyre Retreading	Next review date	20/12/2020



[Back to QP](#)

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 to identify problems • Take corrective actions • Reporting the results
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Inspection	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure that total range of checks are regularly and consistently performed</p> <p>PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required</p>
Analysis	<p>PC3. Identify non-conformities to quality assurance standards</p> <p>PC4. Identify potential causes of non-conformities to quality assurance standards</p> <p>PC5. Identify impact on final product due to non-conformance to company standards</p> <p>PC6. Evaluating the need for action to ensure that problems do not recur</p> <p>PC7. Suggest corrective action to address problem</p> <p>PC8. Review effectiveness of corrective action</p>
Reporting	<p>PC9. Interpret the results of the quality check correctly</p> <p>PC10. Take up results of the findings with QC in charge/appropriate authority.</p> <p>PC11. Take up the results of the findings within stipulated time</p> <p>PC12. Record of results of action taken</p> <p>PC13. Record adjustments not covered by established procedures for future reference</p> <p>PC14. Review effectiveness of action taken</p> <p>PC15. Follow reporting procedures where the cause of defect cannot be identified</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and	<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>

its processes)	KA5. Importance of team work KA6. Health, Safety and Environment guidelines, legislation and regulations as applicable KA7. Actions to be taken in case of non-conformity to behavioral standards of the organization KA8. Impact of poor practices on the individual's and organization's performance KA9. Importance of optimal utilization of resources KA10. Importance of providing feedback for improvement KA11. Importance of indigenous knowledge for evolving/adopting operation specific practices KA12. Rectification/solution of problems/conflicts for the smooth functioning of the organization KA13. Importance of documentation/reporting as per guidelines and procedures KA14. Knowledge of do's and don'ts (company's HR instructions) KA15. Importance of attending trouble shooting KA16. Importance of subject learning/ training KA17. Importance of Product and its application		
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The importance of quality control procedures KB2. Relevance and importance of activities and how they contribute to the achievement of the quality objectives, KB3. Proper procedure for selecting the material/product and performing quality checks without affecting the material KB4. Availability of work instructions, as necessary, KB5. Characteristics of the product/material KB6. Use of suitable equipment KB7. Availability and use of monitoring and measuring devices, KB8. Requirements of records KB9. Importance of maintaining accurate up-to-date records KB10. The need to report within the stipulated time KB11. Implications of inaccurate measuring and testing instruments and equipment KB12. The cost of non-conformance to quality standards KB13. Implications (impact on internal/external customers) of defective products, materials or components		
Skills (S)			
A. Core Skills/ Generic Skills	<table border="1" style="width: 100%;"> <tr> <td style="background-color: #d9e1f2; text-align: center;">Writing Skills</td> </tr> <tr> <td> The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company </td> </tr> </table>	Writing Skills	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company
Writing Skills			
The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company			

	SA3. Write simple letters, mails, etc
	SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes
	Reading Skills
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	SA6. Read images, graphs, diagrams
	SA7. Understand the various coding systems as per company norms
	Oral Communication
	SA8. Express statements, opinions or information clearly so that others can hear and understand
	SA9. Respond appropriately to any queries
	SA10. Communicate with supervisor
SA11. Communicate with upstream and downstream teams	
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 individual needs to know and understand how to:
	SB1. Take a decision for any change/issue based on earlier successes(documented previous history)on similar issues
	SB2. Work out changes in case a new improved machine/equipment is added in

Carry Out Quality Checks

	<p>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>
	<p>SB23. Interpret quality for sheet</p> <p>SB24. Suggest improvements(if any) in process/product/materials based on results and experience</p>
	<p>Analytical Thinking</p>

	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	Tyre	Last reviewed on	20/12/2017
Occupation	Tyre Retreading	Next review date	20/12/2020



National Occupational Standard



Overview

This unit is about problem identification and escalation

Unit Code	RSC/N5004
Unit Title (Task)	Carry out problem identification and escalation
Description	This unit is about problem identification and escalation
Scope	<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>

Carry Out Problem Identification And Escalation

	PC17. Ensure that corrective action selected is viable and practical PC18. Ensure that correct solution is identified to an identified problem PC19. Take corrective action for problems identified according to the company procedures PC20. Ensure that no delays are caused as a result of failure to take necessary action
Problem Escalation	PC21. Escalate problem as per laid down escalation matrix PC22. Escalate the problem within stipulated time PC23. Escalate the problem in an appropriate manner PC24. Ensure that no delays are caused as a result of failure to escalate problems
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	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
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Indicators of problems KB2. The working of the equipment and accessories(if applicable) KB3. The impact of operations on the user and equipment(if applicable) KB4. The impact of operations on the final product (if applicable) KB5. The effect of not rectifying the problems identified KB6. The reason for the occurrence of previous problems KB7. Measures and steps that have been taken to address the previous problems

Carry Out Problem Identification And Escalation

	KB8. Possible solutions for various problems KB9. The correct method for carrying out corrective actions outlined for each problem KB10. The impact of not carrying out the corrective actions KB11. The documentation procedure for recording such problems, as per company norms KB12. The escalation matrix for reporting problems KB13. Escalation matrix for reporting unresolved problems KB14. The time frame within which in which each problem needs to be escalated KB15. Manner in which each problem needs to be escalated
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes
	Reading Skills
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams SA7. Understand the various coding systems as per company norms
	Oral Communication
	SA8. Express statements, opinions or information clearly so that others can hear and understand SA9. Respond appropriately to any queries SA10. Communicate with supervisor SA11. Communicate with upstream and downstream teams
	Life Skills

Carry Out Problem Identification And Escalation

	<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 individual needs to know and understand how to:</p> <p>SB1. Take a decision for any change/issue based on earlier successes(documented previous history)on similar issues</p> <p>SB2. Work out changes in case a new improved machine/equipment is added in the process or any new material/chemical is developed replacing existing one.</p> <p>SB3. Make changes in cycle time due to improved process.</p> <p>SB4. Use the standard operating procedure or trouble shooting manuals for trouble shooting and other reference documents approved by plant management</p> <p>SB5. Consult the peer group and superiors to arrive at a favourable decision.</p> <p>SB6. Use of standard available problem solving techniques for decision making</p> <p>SB7. Review and analyze the process steps to check on system non adherence and non conformity</p> <p>SB8. Review the current SOP and other standards for continuous improvement to facilitate decision making</p> <p>SB9. Take a calculated risk with minimum losses</p>
	<p>Plan and Organize</p> <p>SB10. Plan and organize the factors of production to execute the business plan</p> <p>SB11. Fix up tasks and allotment of the same</p>

Carry Out Problem Identification And Escalation

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

Carry Out Problem Identification And Escalation

Version Control

NOS Code	RSC/N5004		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre	Last reviewed on	20/12/2017
Occupation	Tyre Retreading	Next review date	20/12/2020



[Back to QP](#)

National Occupational Standard



Overview

This unit is about maintaining health and safety of self and others at workplace.

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

	PC16. Dispose off medical waste in accordance with workplace requirements PC17. Report details of first aid administered in accordance with work place procedures.
Maintain standard safety procedures at the workplace	PC18. Comply with general safety procedures PC19. Follow standard safety procedures while handling equipment, hazardous material or tool 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. PC21. Ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure PC22. Keep the workplace organized, swept, clean and hazard free
Participate in safety awareness campaigns	PC23. Attend fire drills and other safety related workshops organized at the workplace PC24. Create awareness about first aid, evacuation and emergency procedures PC25. Ensuring all safety procedures are followed without neglecting any event
Understand potential sources of accidents	PC26. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment
Use safety gears to avoid accidents	PC27. Use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace) PC28. Handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders
Knowledge and Understanding (K)	
A. Organizational context	The individual on the job needs to know and understand: KA1. Policies on incentives, delivery standards, and personnel management KA2. Occupational safety and health policy followed KA3. Emergency evacuation procedure KA4. Medical policy KA5. Company laws and acts
B. Technical knowledge	KB1. The risks to health and safety and the measures to be taken to control those risks in the area of work KB2. Workplace procedures and requirements for the handling of workplace injuries/illnesses. KB3. Basic emergency first aid procedure KB4. Local emergency services KB5. Reporting on accidents, incidents and problems to appropriate authorities. KB6. How to use machines as per standard operating procedure KB7. How to maintain work area safe and secure KB8. Use of hazardous materials, tools and equipments KB9. Emergency evacuation and first aid procedures to be followed KB10. Personal hygiene and fitness requirements KB11. General duties under the relevant health and safety legislation

	KB12. What personal protective equipment and clothing should be worn and how it is cared for KB13. The correct and safe way to use materials and equipment required for work KB14. The importance of good housekeeping in the workplace KB15. Safe disposal methods for waste KB16. Methods for minimizing environmental damage during work
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The individual on the job needs to know and understand how to:
	SA1. Record data which are required for record keeping purpose SA2. Report problems to the appropriate person in a timely manner SA3. Write descriptions and details about incidents in reports
	Reading Skills
	SA4. Read instruction manuals for hand tools and equipment SA5. Read instructions on work orders and procedures
	Oral Communication
	SA6. Receive instructions and seek advice from superiors SA7. Communicate clearly and effectively with others
B. Professional Skills	Decision Making
	The 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. Schedule daily activities and drawing up priorities; allocate start times, estimation of completion times and materials, equipment and assistance

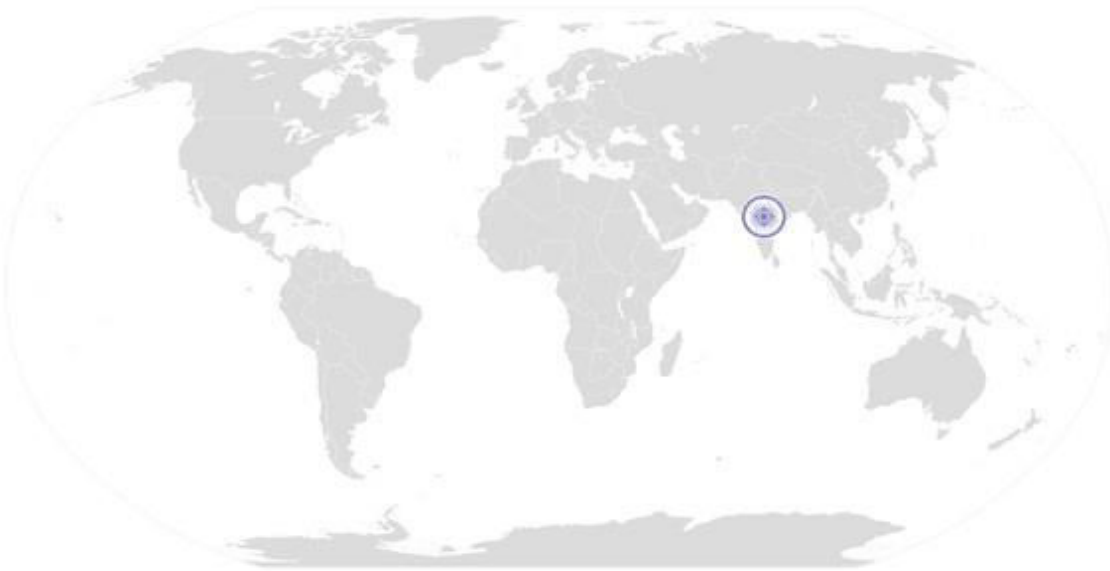
	required for completion.
	Customer Centricity
	SB11. Match customer needs/specification by adjusting the processing conditions (interact with customer in case any clarification required)
	SB12. Ensure that performance of his action/operation/activity does not lead to any divergence from the specified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

NOS Version Control

NOS Code	RSC/N5007		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre	Last reviewed on	20/12/2017
Occupation	Tyre Retreading	Next review date	20/12/2020



National Occupational Standard



Overview

This unit is about skill of entrepreneurship.

Unit Code	RSC/N5013
Unit Title (Task)	Develop Entrepreneurship Skills
Description	This unit is about entrepreneurship.
Scope	<p>This unit/task covers the following tasks:</p> <ul style="list-style-type: none"> • Identification of business opportunity • Sustain existing business and make continual improvement • Organizing/Directing the factors of production (productivity) • Undertaking risk and initiative • Innovation and be a role model • Keep watch and improve on quality, cost, safety, delivery and moral • Documentation
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Business opportunity	<p>To be competent, the individual on the job must be able to know and understand :</p> <p>PC1. Create an awareness to identify profitable business opportunity (Opportunity can be in the form of new material in use, new process, new technology, new market etc)</p> <p>PC2. Maintain the confidentiality till the completion of working on the idea</p> <p>PC3. Discuss the opportunity (with trusted ones) to evaluate its feasibility</p> <p>PC4. Arrange/organize related documents/information</p>
Sustain existing business	<p>PC5. Monitor the development at competitors' end</p> <p>PC6. Sustain existing business and make continual improvements</p> <p>PC7. Evaluate possibilities of process simplification , combining process steps(wherever applicable), reducing manpower dependency</p> <p>PC8. Acquire new information for optimal allocation of resources before others to gain profit</p>
Factors of Production	<p>PC9. Understanding the requirement of different factors of production: land, labour and capital</p> <p>PC10. Acquire and deploy necessary resources for exploitation of identified business opportunity</p> <p>PC11. Develop a business plan</p> <p>PC12. Acquire financial and material resources</p> <p>PC13. Organize to hire experienced and efficient human resource</p> <p>PC14. Arrange for best factory set up</p> <p>PC15. Raise capital from different sources keeping the interest cost at minimum</p> <p>PC16. Arrange for purchase, effective utilization and management of the resources</p>

Risk and initiative	PC17. Assume risk and deal with uncertainty PC18. Take initiative to start something new (process, product etc.)
Innovation	PC19. Convert new idea into successful innovation PC20. Replace in whole or in part inferior offerings creating new products/business model PC21. Develop new combinations of existing inputs
Bring in Improvement	PC22. Work competitively towards reduction of cost through efficiency, improvement in quality, bring in new product/features of product Acquire semi or fully automatic units for improved productivity
Documentation	PC23. Collection and recording of all information PC24. Compilation, analysis and documentation PC25. Maintain correspondence with vendors, clients, govt. agencies and public PC26. Document notifications/letters from Government agencies and management
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: KA1. Efficient organization and management of factors of production KA2. Planning and organizing activities through administrative and financial management KA3. Analyzing shortfall/achievement for further improvement KA4. Importance of maintaining confidentiality of new business plan KA5. Documentation for self-awareness and publication KA6. Procedures for presenting/discussing new business opportunity KA7. Procedures for approval of new plan
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Cost-benefit analysis of the business opportunity KB2. Finance management procedures KB3. Environmental issues and quality standards KB4. Taking advantage of market opportunities by planning, organizing and deploying resources KB5. Human resource management KB6. Data collection, analysis and documentation KB7. Computer application- data processing, report typing etc. KB8. Importance of patent and copyright KB9. Latest technology in use to gather information KB10. Implications of delay in working on identified business opportunity KB11. Effect of disclosing innovations without following set procedures
Skills (S)	
A. Core	Writing Skills

Develop Entrepreneurship Skills

Skills/ Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. Express ideas clearly through written document SA2. Prepare letters, mails and other documents for communication SA3. Prepare proposals and feedback to higher authorities SA4. Correspond with other institutions/department SA5. Report writing, organizing data and information using computer applications
	Reading Skills
	SA6. Read and understand the contents published in scientific journals, SA7. manuals, newspaper and other publications SA8. Read, understand and interpret various rules, schemes etc. SA9. Read and understand images, graphs, charts, diagrams etc. SA10. Read and understand articles and interpret
	Oral Communication
	SA11. Gather information using contacts SA12. Express statements, opinions or information clearly so that the receiver can hear and understand SA13. Respond appropriately to queries SA14. Communicate effectively to team members and people contacted
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Arrive at proper decisions according to different situations SB2. Take forward selected ideas and reject others SB3. Optimally allocate resources SB4. Chart out the process flow to take the identified ideas forward
	Plan and Organize
	SB5. Plan and organize the factors of production to execute the business plan SB6. Fix up tasks and allotment of the same SB7. Assign tasks to suitable persons SB8. Motivate them for better output and time bound completion of tasks
	Customer Centricity
	SB9. Correspond effectively with clients relating to product feedback and for communicating/collecting any other information.
	Problem Solving

	SB10. Solve problems related to equipment and supply of inputs
	SB11. Solve problems among colleagues
	SB12. Diagnose problems and resolve at initial stage itself
	Analytical Thinking
	SB13. Suggest improvement over the existing systems
	SB14. Analyze the feasibility of opportunities
	SB15. Perform cost-benefit analysis
	Critical Thinking
	SB16. Take appropriate action/seek expert opinion to overcome critical situations



NOS Version Control

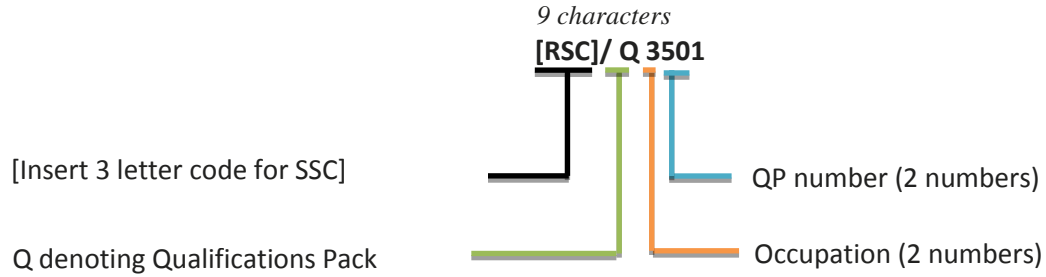
NOS Code	RSC/N5013		
Credits(NSQF)	TBD	Version number	2.0
Industry	Rubber Manufacturing	Drafted on	02/12/2014
Industry Sub-sector	Tyre	Last reviewed on	20/12/2017
Occupation	Tyre Retreading	Next review date	20/12/2020



Annexure

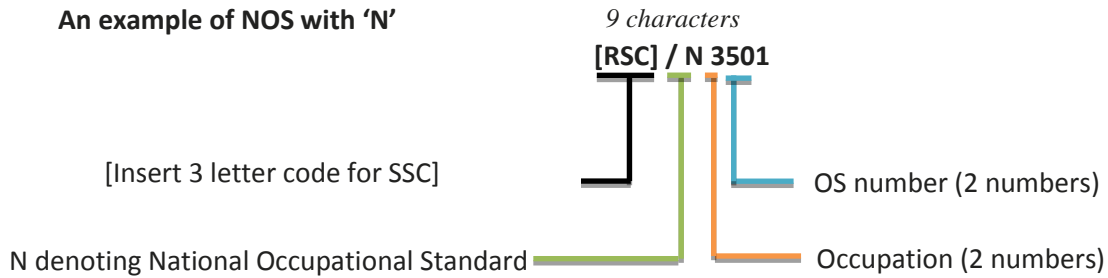
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



[Back to top...](#)

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

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

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

Criteria For Assessment Of Trainees

Job Role: Tyre Retreading Inspection and Buffing Operator

Qualification Pack Code: RSC/Q3501

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: 900						
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical	
RSC/N3501 Prepare tools and machine for inspection and buffing	PC1. Ensure the availability of all required tools for inspection and buffing.	100	12	6	6	
	PC2. Ensure that the tools are clean and in ready to use condition.		9	5	4	
	PC3. Ensure adequate light in the inspection area		11	5	6	
	PC4. Prepare automatic buffing machine.		11	4	7	
	PC5. Place the tools on a safe location.		12	5	7	
	PC6. Clean the inspecting table		12	5	7	
	PC7. Put all tyres to be inspected in one row size wise		12	5	7	
	PC8. Ensure the use of certified/tested inspection tools and check their functioning.		11	5	6	
	PC9. Adhere to all safety norms (such as wearing protective gloves and shoes).		5	5	0	
	PC10. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		5	5	0	
	Total		100	50	50	
RSC/N3502 Undertake inspection of tyres	PC1. Put hand glove and pick up one tyre for inspection	100	7	3	4	
	PC2. See tyre to be re-treaded on visually from outside and all 360 Degree		7	3	4	
	PC3. Roll the tyre on the ground and check for defect like – bead for any		7	3	4	

	damaged , sidewall for any crack , any sidewall hole , tread damaged , severe cut of tread , exposed fabric and all other as per company SOP				
	PC4. In case differentiate useable or reject based on SOP and mark portion need repair with marker / crayon	7	3	4	
	PC5. In case tyre is not suitable for re tread –put REJECT mark	3	1	2	
	PC6. Lift the tyre using hoist and put on roller type inspection table which has lamp / light attached	6	3	3	
	PC7. This inspection is for inside the carcass	3	1	2	
	PC8. Spread bead apart using spreader	6	3	3	
	PC9. With the help of lamp / light see the condition of inside portion of the tyre	5	3	2	
	PC10. Check for any though hole , already repaired , loose cord, nail is present or penetrated though and all other as per SOP	7	3	4	
	PC11. Tyre has to rotated and it has be check circumferentially	6	2	4	
	PC12. Use marker / crayon mark to mark any observation on inside inspection also	5	3	2	
	PC13. Use poker to make sure any FM is embed are removed/ cut	7	3	4	
	PC14. Remove spreader	6	3	3	
	PC15. Unload tyre with the help of Hoist from inspection table	5	3	2	
	PC16. Keep in OK line if it is OK or in separate line of “REJECTED “ line with proper marking	5	3	2	
	PC17. Handle the material using hand gloves and other safety equipment.	4	3	1	
	PC18. Adhere to all safety norms (such as wearing protective gloves and shoes, safety mask etc)	2	2	0	
	PC19. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	2	2	0	
	Total	100	50	50	
RSC/N3503 Undertake buffing of tyres	PC1. Put inspected tyres /size wise to be buffed in one row	100	5	4	1
	PC2. Check tyre to be re- treaded on visually from outside and all 360 Degree		5	4	1
	PC3. Roll the tyre on the ground and check for defect like – bead for any damaged , sidewall for any crack , any sidewall hole , tread damaged , severe cut of tread, exposed fabric and all other as per company SOP		5	4	1
	PC4. Check if tyre has any mark with crayon or other marker so that all precaution can be taken before performing buffing operation		5	4	1
	PC5. Lift the tyre from one bead side using hoist and put on roller type buffing roller / table which has lamp / light attached		4	2	2
	PC6. Mark tread portion with marker – guideline for buffer to cut tread manually as per SOP		4	2	2
	PC7. Hold the tyre and start chipping top tread slowly – slowly		4	2	2
	PC8. Continue this operation all round with eye measurement and keeping left out portion (called under depth / under tread)		4	2	2
	PC9. Be careful not to go upto Fabric / reinforcement material is visible – it should just above fabric		4	2	2
	PC10. Remove rubber tread portion full width of TREAD only		4	2	2
	PC11. Take buffing stone in hand (it is rotating/ RPM with high speed)		4	2	2
	PC12. Hold buffing toll by both hand in such a way that it should not have slippage while buffing as it need some human rated pressure		4	2	2
	PC13. Start buffing uneven hand cut left out tread portion uniformly from one end to another end and circumferentially		4	2	2
	PC14. Extra care must be taken wherever defect / mark is given by		4	2	2

	carcass inspecting inspector				
	PC15. With the help of lamp / light see the condition of inside portion of the tyre	4	2	2	
	PC16. Make carcass top surface rough with teathed grinder	4	2	2	
	PC17. Clean manually and remove all lose dust rubber particle with the help of brush / by blowing air blast	4	2	2	
	PC18. Once again check tyre circumferentially for any non - uniformity on buffing	4	2	2	
	PC19. Unload tyre with the help of Hoist / table	4	2	2	
	PC20. Mark Ok mark on tyre and keep in OK row for next operation	4	2	2	
	PC21. In case tyre is not suitable for re tread –put REJECT mark	3	2	1	
	PC22. Handle the material using hand gloves and other safety equipment.	3	2	1	
	PC23. Use all protecting measure like Eye goggle , nose mask etc are very important to put before this operation	3	2	1	
	PC24. Carefully handle Buffing shaft with grinder / tool which has sharp teeth	3	2	1	
	PC25. Adhere to all safety norms (such as wearing protective gloves and shoes, safety mask etc)	2	2	0	
	PC26. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	2	2	0	
	Total	100	60	40	
RSC/N5001 Carry out housekeeping in rubber product manufacturing	PC1. Inspect the area while taking into account various surfaces	100	3	3	0
	PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain		3	3	0
	PC3. Ensure that the cleaning equipment is in proper working condition		3	3	0
	PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person		3	3	0
	PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces		3	3	0
	PC6. Inform the affected people about the cleaning activity		2	2	0
	PC7. Display the appropriate signage for the work being conducted		3	3	0
	PC8. Ensure that there is adequate ventilation for the work being carried out		3	3	0
	PC9. Wear the personal protective equipment required for the cleaning method and materials being used		3	3	0
	PC10. Use the correct cleaning method for the work area, type of soiling and surface		3	3	0
	PC11. Carry out cleaning activity without disturbing others	3	3	0	
	PC12. Deal with accidental damage, if any, caused while carrying out the work	3	3	0	
	PC13. Report to the appropriate person any difficulties in carrying out your work	3	3	0	
	PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill	3	3	0	
	PC15. Ensure that there is no oily substance on the floor to avoid slippage	9	3	6	
	PC16. Ensure that no scrap material is lying around	9	3	6	
	PC17. Maintain and store housekeeping equipment and supplies	3	3	0	
	PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process	3	3	0	
	PC19. Ensure that, on completion of the work, the area is left clean and	8	2	6	

	dry and meets requirements				
	PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored		3	3	0
	PC21. Dispose the waste garnered from the activity in an appropriate manner		9	3	6
	PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly		9	3	6
	PC23. Maintain schedules and records for housekeeping duty		3	3	0
	PC24. Replenish any necessary supplies or consumables		3	3	0
	Total		100	70	30
RSC/N5002 Carry Out Reporting And Documentation	PC1. Report data/problems/incidents as applicable in a timely manner	100	12	8	4
	PC2. Report to the appropriate authority as laid down by the company		12	8	4
	PC3. Follow reporting procedures as prescribed by the company		12	8	4
	PC4. Identify documentation to be completed relating to one's role		10	6	4
	PC5. Record details accurately an appropriate format		16	6	10
	PC6. Complete all documentation within stipulated time according to company procedure		14	4	10
	PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly		6	4	2
	PC8. Make sure documents are available to all appropriate authorities to inspect		6	4	2
	PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures		6	6	0
	PC10. Inform the appropriate authority of requests for information received		6	6	0
			100	60	40
RSC/N5003 Carry Out Quality Checks	PC1. Ensure that total range of checks are regularly and consistently performed	100	24	10	14
	PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required		24	10	14
	PC3. Identify non-conformities to quality assurance standards		6	4	2
	PC4. Identify potential causes of non-conformities to quality assurance standards		5	3	2
	PC5. Identify impact on final product due to non-conformance to company standards		5	3	2
	PC6. Evaluating the need for action to ensure that problems do not recur		6	4	2
	PC7. Suggest corrective action to address problem		5	3	2
	PC8. Review effectiveness of corrective action		5	3	2
	PC9. Interpret the results of the quality check correctly		4	4	0
	PC10. Take up results of the findings with QC in charge/appropriate authority.		3	3	0
	PC11. Take up the results of the findings within stipulated time		3	3	0
	PC12. Record of results of action taken		3	3	0
	PC13. Record adjustments not covered by established procedures for future reference		3	3	0
	PC14. Review effectiveness of action taken		2	2	0
	PC15. Follow reporting procedures where the cause of defect cannot be identified		2	2	0
	Total		100	60	40
RSC/N5004 Carry Out Problem Identification And Escalation	PC1. Identify defects/indicators of problems		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	100	8	5	3
	PC15. Monitor corrective action		2	2	0
	PC16. Evaluate implementation of corrective action taken to determine if the problem has been resolved		2	2	0
	PC17. Ensure that corrective action selected is viable and practical		2	2	0
	PC18. Ensure that correct solution is identified to an identified problem		2	2	0
	PC19. Take corrective action for problems identified according to the company procedures		1	1	0
	PC20. Ensure that no delays are caused as a result of failure to take necessary action		1	1	0
	PC21. Escalate problem as per laid down escalation matrix		4	3	1
	PC22. Escalate the problem within stipulated time		4	3	1
	PC23. Escalate the problem in an appropriate manner		3	2	1
	PC24. Ensure that no delays are caused as a result of failure to escalate problems		3	2	1
	Total		100	70	30
RSC/N5007 Carry out Health and Safety	PC1. Undertake basic safety checks before operation of all machinery and equipment and report hazards to the appropriate supervisor	100	6	4	2
	PC2. Work for which protective clothing or equipment is required is identified and the appropriate protective clothing or equipment is used in performing these duties in accordance with workplace policy.		6	4	2
	PC3. Read and understand the hazards of use and contamination mentioned on the labels of chemicals, utilities etc		0	0	0
	PC4. Prior to performing manual handling jobs, risk is assessed and work is carried out according to currently recommended safe practices.		6	4	2
	PC5. Use equipment and materials safely and correctly and return the same to designated storage when not in use		3	2	1
	PC6. Dispose off waste safely and correctly in a designated area		6	4	2
	PC7. Risks to bystanders are recognized and action taken to reduce risk associated with jobs in the workplace		0	0	0
	PC8. Perform work in a manner which minimizes environmental damage		0	0	0
	PC9. All procedures and work instructions for controlling risk are followed closely.		0	0	0
	PC10. Report any accidents, incidents or problems without delay to an appropriate person and take immediate necessary action to reduce further danger.		0	0	0
	PC11. Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to		6	4	2

	emergency.				
	PC12. Follow emergency procedures as per company standards and workplace requirements.		8	5	3
	PC13. Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements.		8	5	3
	PC14. Provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques.		0	0	0
	PC15. Recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate		0	0	0
	PC16. Dispose off medical waste in accordance with workplace requirements		0	0	0
	PC17. Report details of first aid administered in accordance with workplace procedures.		7	4	3
	PC18. Comply with general safety procedures		8	4	4
	PC 19. Follow standard safety procedures while handling equipment, hazardous material or tool		0	0	0
	PC20. Check parts of the workplace and take preventive actions like spraying and other steps to protect from leakages, water logging, pests, fire, pollution, etc.		8	5	3
	PC21. Ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure		0	0	0
	PC22. Keep the workplace organized, swept, clean and hazard free		8	5	3
	PC23. Attend fire drills and other safety related workshops organized at the workplace		4	2	2
	PC24. Create Awareness about first aid, evacuation and emergency procedures		4	2	2
	PC25. Ensuring all safety procedures are followed without neglecting any event		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
		100			
RSC/N5013 Develop entrepreneurship skills	PC1. Create an Awareness to identify profitable business opportunity (Opportunity can be in the form of new material in use, new process, new technology, new market etc)		7	4	3
	PC2. Maintain the confidentiality till the completion of working on the idea		0	0	0
	PC3. Discuss the opportunity (with trusted ones) to evaluate its feasibility		7	4	3
	PC4. Arrange/organize related documents/information		0	0	0
	PC5. Monitor the development at competitors' end		7	4	3
	PC6. Sustain existing business and make continual improvements		7	4	3
	PC7. Evaluate possibilities of process simplification, combining process steps (wherever applicable), reducing manpower dependency		0	0	0
	PC8. Acquire new information for optimal allocation of resources before others to gain profit		0	0	0
	PC9. Understanding the requirement of different factors of production: land, labour and capital		5	3	2
	PC10. Acquire and deploy necessary resources for exploitation of identified business opportunity		9	5	4
	PC11. Develop a business plan		0	0	0

PC12. Acquire financial and material resources	5	3	2
PC13. Organize to hire experienced and efficient human resource	0	0	0
PC14. Arrange for best factory set up	5	3	2
PC15. Raise capital from different sources keeping the interest cost at minimum	6	3	3
PC16. Arrange for purchase, effective utilization and management of the resources	0	0	0
PC17. Assume risk and deal with uncertainty	5	3	2
PC18. Take initiative to start something new (process, product etc.)	5	2	3
PC19. Convert new idea into successful innovation	5	3	2
PC20. Replace in whole or in part inferior offerings creating new products/business model	5	3	2
PC21. Develop new combinations of existing inputs to be more competitive work towards cost reduction through efficiency, improvement in quality, bring in new product/features of product	10	6	4
PC22.Acquire semi or fully automatic units for improved productivity	3	3	0
PC23. Collection and recording of all information	3	2	1
PC24. Compilation, analysis and documentation	3	2	1
PC25. Maintain correspondence with vendors, clients, govt. agencies and public	0	0	0
PC26.Document notifications/letters from Government agencies and management	3	3	0
Total	100	60	40