

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR RUBBER INDUSTRY

What are Occupational Standards(OS)?

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

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Introduction

Qualifications Pack- Manager QA (CENEX)

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Natural Rubber (NR) Plantation

OCCUPATION: Quality Control

REFERENCE ID: RSC/ Q 0403

ALIGNED TO: NCO-2004/NIL

Brief Job Description: He has to supervise and co-ordinate all items of work in the factory with respect to the quality assurance policy of the company. He should have thorough knowledge of the specifications and quality requirements of raw material and end products (CENEX).

Personal Attributes: This job requires the individual to be patient, honest and trustworthy. He should be able to concentrate well and finish tasks within the specified time limit. He should be able to identify the quality issues and maintain the quality standards. He should be intelligent with decision making capacity, leadership quality and diplomatic skills. He should know the rules and regulations related to quality regime. He should have basic knowledge in computer and sufficient experience in latex centrifuging / laboratory analysis.

Qualifications Pack For Manager QA

Job Details

Qualifications Pack Code	RSC/ Q 0403		
Job Role	Manager QA (CENEX)		
Credits(NSQF)	TBD	Version number	1.0
Sector	Rubber Industry	Drafted on	14/05/15
Sub-sector	Natural Rubber Plantation	Last reviewed on	14/05/15
Occupation	Quality Control	Next review date	14/05/16
NSQC Clearance on	20/07/2015		

Job Role	Manager QA (CENEX)
Role Description	He has to supervise and co-ordinate all items of work in the factory with respect to the quality assurance policy of the company. He should have thorough knowledge of the specifications and quality requirements of raw material and end products (CENEX).
NSQF level	6
Minimum Educational Qualifications*	Graduation in Chemistry – preferably
Maximum Educational Qualifications*	NA
Training (Suggested but not mandatory)	Training in latest quality standards of rubber, preferably cenex.
Minimum Job Entry Age	18 years
Experience	Minimum 5 years' experience in the industry
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> RSC/ N 0406 Quality assurance at different stages in latex processing RSC/ N 5007 Health & Safety RSC/ N 5009 Human Resource Management & Welfare Optional: NA
Performance Criteria	As described in the relevant OS units

Qualifications Pack For Manager QA

Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
OS	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard , which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills or Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS , these include communication related skills that are applicable to most job roles.

National Occupational Standard



Overview

This unit is about quality assurance at different stages of latex processing and ensuring that the end product conforms to the assured quality standards.

Quality assurance at different stages in latex processing

Unit Code	RSC / N 0406
Unit Title (Task)	Quality assurance at different stages of latex processing
Description	This unit is about carrying out quality assurance of latex, materials procured, processed and packed etc.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Collect samples • Equipment preparation and calibration of instruments to be used in the quality testing process. • Quality Assurance - Analysis, interpretation, judgment, reporting and carry out tests as per procedures laid down for the purpose • Record Keeping • Ensure housekeeping and safety in the working area
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Sample Collection	<p>To be competent, the user/individual on the job must be able to :</p> <p>PC1. Draw sample of the material from the lot to be tested as per standard procedures (SOP)</p> <p>PC2. Sampling should be as per the guidelines</p> <p>PC3. Identify the sample by labeling/numbering as per SOP</p>
Equipment readiness	<p>PC4. Identify the most appropriate equipment for testing as per the SOP</p> <p>PC5. Calibrate /verify/validate the testing equipment periodically as per SOP</p> <p>PC6. Identify defective equipment/apparatus and take appropriate steps to rectify the defects as per SOP.</p>
Quality Assurance	<p>PC7. Carry out testing of latex as per the standards</p> <p>PC8. Follow statistical quality control procedures</p> <p>PC9. Work according to laboratory procedures ,standards and testing procedures</p> <p>PC10. Check quality parameters through on line and off line test procedures Put identification tag for each batch</p> <p>PC11. Carry out Inspection and packing controls and procedures</p>

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	<p>PC12. Confirm product dimensions and weight controls</p> <p>PC13. Ensure that the material is not altered in any way during checking</p> <p>PC14. Record dimensions in check sheet</p> <p>PC15. Carry out QC audit and quality procedures.</p> <p>PC16. Pre shipment inspection and lot release</p> <p>PC17. Comparison of the vendor supplied product specifications with standards for acceptance/rejection criteria after lab testing</p> <p>PC18. GMP and other quality standards / procedure observances</p>
Recording and Reporting	<p>PC19. Record and maintain data as per company standards (SOP)</p> <p>PC20. Ensure that reports/records are accurate and clear</p> <p>PC21. Release or Hold the material as per finding for further processing.</p> <p>PC22. Take up the results of the findings with supplier/QA in-charge/appropriate authority.</p> <p>PC23. Inform concerned persons for rectifications, if needed in specified time limit</p>
Health & Safety	<p>PC24. Handle the equipments and samples properly</p> <p>PC25. Conduct the quality checks wearing the appropriate attire and safety gears</p> <p>PC26. Precaution against dust / chemical inhaling and handling</p> <p>PC27. Comply with health, safety, environment guidelines, regulations etc in accordance with international/national standards or organizational standards (SOP)</p>
Material Disposal	<p>PC28. Dispose all materials used in the QA test safely as per Health and Safety management system of the company</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. Company's quality policies and acceptance standards for raw materials, processed and final product.</p> <p>KA2. Organisational Coding system of raw material, compounds and products</p> <p>KA3. Chemicals and Latex used in the industry and their function</p>

Quality assurance at different stages in latex processing

	<p>KA4. Different quality management systems</p> <p>KA5. Principles of good quality assurance practices applicable in the workplace</p> <p>KA6. Material disposal procedure, importance of appropriate disposal of material and implications of not following the material disposal procedure</p> <p>KA7. Importance of quality and damage checks</p> <p>KA8. Risk and impact of not following defined procedures/work instructions</p> <p>KA9. Escalation matrix for reporting identified issues</p> <p>KA10. Types of documentation in organization and importance of the same</p> <p>KA11. Records to be maintained and implications of non-maintenance of the same</p> <p>KA12. Importance of housekeeping and good shop floor practices</p> <p>KA13. Health, Safety and Environment guidelines, legislation and regulations as applicable</p> <p>KA14. Personal protection (Which protective equipment to be used and how)</p> <p>KA15. Impact of poor practices on health, safety and environment</p> <p>KA16. Impact of various practices on cost, quality, productivity, delivery and safety</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The processing of cenex</p> <p>KB2. Customer requirement on the quality and packing of the product.</p> <p>KB3. Quality of the raw material and processing.</p> <p>KB4. Updated knowledge with regard to recent developments in the industry, new machineries developed elsewhere, energy saving mechanisms, etc.</p> <p>KB5. The modifications, amendments, etc in quality control regime issued by the statutory bodies/local bodies, etc, from time to time .</p> <p>KB6. Knowledge on different standard reference material for quality control.</p> <p>KB7. Hygiene procedures and clean room applications</p> <p>KB8. Use of Computer/application software</p> <p>KB9. Knowledge of lab equipments and its handling</p> <p>KB10. Specifications of materials tested and its importance in the release system</p> <p>KB11. National/International standard quality test methods for different materials</p> <p>KB12. Knowledge of lab chemicals and preparations</p>

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	<p>KB13. Methods/techniques used for labeling samples</p> <p>KB14. Procedure (SOP) to be followed in case the sample is unfit for test</p> <p>KB15. Implications (impact on internal/external customers) of defective products, materials or components.</p> <p>KB16. How to obtain and interpret records, charts, specifications, equipment manuals, history/technical support reports and other documents</p> <p>KB17. Importance of proper record maintenance</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. Record and communicate details of work done to appropriate people using written/typed report or computer based record/electronic mail</p> <p>SA2. Maintain proper records as per given format</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Read and understand various notifications/letters from regulatory agencies</p> <p>SA4. Read and understand relevant acts and rules and amendments thereof</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Understand the various coding systems as per company norms</p>
	Oral Communication (Listening and Speaking skills)
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. Communicate with upstream and downstream teams</p> <p>SA8. Communicate with sample originating section, supplier etc.</p> <p>SA9. Work in a team and other behavioral skills required to support the organisational activities</p> <p>SA10. Disclose information only to those who have the right and need to know it.</p> <p>SA11. Communicate confidential and sensitive information discretely to authorized persons only as per SOP</p>	
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take appropriate decisions regarding processing steps in view of changing quality and availability of raw materials and finished goods.</p>

	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. seek clarification on problems from others SB3. apply problem-solving approaches in different situations SB4. refer anomalies to the line manager
	Customer Centricity
	The user/individual on the job needs to know and understand how to: NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB 5. Interpret quality for sheet SB 6 . Suggest improvements(if any) in process/product/materials based on results and experience
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB8. deal with clients lacking the technical background to solve the problem on their own identify immediate or temporary solutions to resolve delays
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB9. Handle equipment/rubber sheet SB6. seek clarification on problems from others SB10. apply problem-solving approaches in different situations SB11. refer anomalies to the line manager

Quality assurance at different stages in latex processing

NOS Version Control

NOS Code	RSC / N 0406		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	14/05/15
Industry Sub-sector	Natural Rubber Plantation	Last reviewed on	14/05/15
Occupation	Production - NR	Next review date	14/05/16



National Occupational Standard



Overview

This unit is about Health and Safety.

Unit Code	RSC / N 5007
Unit Title (Task)	Health & Safety
Description	This unit is about maintaining health and safety of self and others at workplace
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Maintain a clean & 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) w.r.t. the Scope	
Maintain a clean & efficient workplace	<p>To be competent, the individual on the job must be able to:</p> <p>PC1. Undertake basic safety checks before operation of all machinery and equipment and report hazards to the appropriate supervisor</p> <p>PC2. 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.</p> <p>PC3. Read and understand the hazards of use and contamination mentioned on the labels of chemicals, utilities etc</p> <p>PC4. Prior to performing manual handling jobs, risk is assessed and work is carried out according to currently recommended safe practices.</p> <p>PC5. Use equipment and materials safely and correctly and return the same to designated storage when not in use</p> <p>PC6. Dispose off waste safely and correctly in a designated area</p> <p>PC7. Risks to bystanders are recognized and action taken to reduce risk associated with jobs in the workplace</p> <p>PC8. Perform work in a manner which minimizes environmental damage</p> <p>PC9. All procedures and work instructions for controlling risk are followed closely.</p> <p>PC10. Report any accidents, incidents or problems without delay to an appropriate person and take immediate necessary action to reduce further danger.</p> <p>PC11. Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency.</p> <p>PC12. Follow emergency procedures to company standards and workplace requirements.</p> <p>PC13. Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements.</p>

Render appropriate emergency procedures	<p>PC14. Provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques.</p> <p>PC15. Recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate</p> <p>PC16. Dispose of medical waste in accordance with workplace requirements</p> <p>PC17. Report details of first aid administered in accordance with workplace procedures.</p>
Maintain standard safety procedures at the workplace	<p>PC18. Comply with general safety procedures of the company</p> <p>PC19. Follow standard safety procedures while handling equipment, hazardous material or tool</p> <p>PC20. Check parts of the workplace and take preventive actions like spraying and other steps to protect from leakages, water logging, pests, fire, pollution, etc.</p> <p>PC21. Ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure</p> <p>PC22. Keep the workplace organized, swept, clean and hazard free</p>
Participate in safety awareness campaigns	<p>PC23. Attend fire drills and other safety related workshops organized at the workplace</p> <p>PC24. Be aware of first aid, evacuation and emergency procedures</p> <p>PC25. Be alert of any events and do not be negligent to any safety procedures to be followed</p>
Understand potential sources of accidents	<p>PC26. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment</p>
Use safety gears to avoid accidents	<p>PC27. Use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace)</p> <p>PC28. Handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders</p>
Knowledge and Understanding (K)	
A. Organizational context	<p>The individual on the job needs to know and understand:</p> <p>KA1. Company's policies on incentives, delivery standards, and personnel management</p> <p>KA2. Company occupational safety and health policy followed</p>

	<p>KA3. Company emergency evacuation procedure KA4. Company's medical policy KA5. Company laws and acts</p>
B. Technical knowledge	<p>KB6. The risks to health and safety and the measures to be taken to control those risks in the area of work KB7. Workplace procedures and requirements for the handling of workplace Injuries / illnesses. KB8. Basic emergency first aid procedure KB9. Local emergency services KB10. Reporting on accidents, incidents and problems to appropriate authorities. KB11. How to use machines as per standard operating procedure KB12. How to maintain work area safe and secure KB13. Use of hazardous materials, tools and equipments KB14. Emergency evacuation and first aid procedures to be followed KB15. Personal hygiene and fitness requirements KB16. General duties under the relevant health and safety legislation KB17. What personal protective equipment and clothing should be worn and how it is cared for KB18. The correct and safe way to use materials and equipment required for work KB19. The importance of good housekeeping in the workplace KB20. Safe disposal methods for waste KB21. Methods for minimizing environmental damage during work</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The individual on the job needs to know and understand how to: 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
	The individual on the job needs to know and understand how to: SA4. Read instruction manuals for hand tools and equipment SA5. Read instructions on work orders and procedures
	Oral Communication (Listening and Speaking skills)
	The individual on the job needs to know and understand how to: SA6. Receive instructions and seek advice from supervisors and managers SA7. Communicate clearly and effectively with others
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Take appropriate decisions regarding processing steps in view of changing quality

	and availability of raw materials and finished goods.
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. seek clarification on problems from others SB3. apply problem-solving approaches in different situations SB4. refer anomalies to the line manager
	Customer Centricity
	The user/individual on the job needs to know and understand how to: NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB 5. Interpret quality for sheet SB 6 . Suggest improvements(if any) in process/product/materials based on results and experience
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB8. deal with clients lacking the technical background to solve the problem on their own identify immediate or temporary solutions to resolve delays
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB9. Handle equipment/rubber sheet SB6. seek clarification on problems from others SB10. apply problem-solving approaches in different situations SB11. refer anomalies to the line manager

NOS Version Control

NOS Code	RSC / N 5007		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	14/05/15
Industry Sub-sector	Natural Rubber Plantation	Last reviewed on	14/05/15
Occupation	Production - NR	Next review date	14/05/16



National Occupational Standard

Overview

This unit is about Human Resource Management and Welfare.

Unit Code	RSC / N 5009
Unit Title (Task)	Human Resource Management and Welfare
Description	This unit is about Human Resource Management and Welfare
Scope	<p>This unit/task covers the following:</p> <p>Proficiency in -</p> <ul style="list-style-type: none"> • Basic management functions- planning, organizing, staffing, leading and controlling • Conflict management/ problem solving • Human resource planning • Human resource management • Human resource development • Implementing welfare programmes
Performance Criteria(PC)	
Element	Performance Criteria
Basic Management Functions	<p>To be competent, the individual on the job must be able to –</p> <p>PC1. Decide on the plans and take necessary steps to achieve the objectives PC2. Assign tasks and allocate resources to individuals PC3. Determine the manpower requirements and decide their placement. PC4. Motivate and lead the staff for timely achievements of the goals. PC5. Regularly monitor the progress of work</p>
Conflict Management/ Problem solving	<p>PC6. Identify the conflict/problem PC7. Diagnose the reason PC8. Develop solutions PC9. Implement and review</p>
Human Resource Planning & Management	<p>PC10. Place right type of people in right number at the right place PC11. Motivate the staff to increase turn over and improve quality PC12. Performance appraisal for human resource development</p>
Human Resource Development	<p>PC13. Assess training need for skill development PC14. Organize suitable training programmes for skill development/capacity building</p>

RSC / N 5009
Human Resource Management & Welfare

Implement welfare programmes	PC15. Implement EPF for workers PC16. Implement Group insurance schemes and health insurance PC17. Implement production linked incentive/bonus schemes PC18. Implement Housing and related welfare measures PC19. Implement provisions of rest room, recreational facilities etc as per relevant rules
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. Management functions to achieve the envisaged target KA2. Importance of Human Resource Planning, Management & Development KA3. Role of workers in overall performance and achievements KA4. Importance of motivation through welfare programmes KA5. HR policies of the management
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Basic management functions and theories and implementation KB2. Labour Act and rules, welfare schemes etc KB3. Insurance schemes KB4. EPF and other service rules
Skills (S) (Optional)	
C. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Express ideas clearly through written documents SA2. Prepare letters, mails and other documents for communication SA3. Prepare proposals, feed back to higher authorities SA4. Correspond with other institutions/department
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA5. Read and understand the contents published in manuals, newspaper and other publications SA6. Read, understand and interpret various rules, schemes etc SA7. Read and understand images, graphs, charts, diagrams etc
Oral Communication (Listening and Speaking skills)	

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Be a good communicator. SA9. Express statements, opinions or information clearly so that the receiver can hear and understand SA10. Respond appropriately to queries SA11. Communicate effectively to supervisor, office staff and workers</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take appropriate decisions regarding processing steps in view of changing quality and availability of raw materials and finished goods.</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. seek clarification on problems from others SB3. apply problem-solving approaches in different situations SB4. refer anomalies to the line manager</p>
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>NA</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB 5. Interpret quality for sheet SB 6 . Suggest improvements(if any) in process/product/materials based on results and experience</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB8. deal with clients lacking the technical background to solve the problem on their own identify immediate or temporary solutions to resolve delays</p>
Critical Thinking	

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Handle equipment/rubber sheet SB6. seek clarification on problems from others</p> <p>SB10. apply problem-solving approaches in different situations</p> <p>SB11. refer anomalies to the line manager</p>
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NOS Version Control

NOS Code	RSC / N 5009		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	14/05/15
Industry Sub-sector	Natural Rubber Plantation	Last reviewed on	14/05/15
Occupation	Production - NR	Next review date	14/05/16



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Manager QA-CENEX

Qualification Pack RSC/ Q 0403

Sector Skill Council Rubber Skill Development Council

Guidelines for Assessment

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

Assessment Strategy			Marks Allocation		
NOS	Elements	Performance Criteria	Total	Theory	Practical
RSC/ Q 0406 Quality assurance at different stages of latex processing	Sample Collection	PC1. Draw sample of the material from the lot to be tested as per standard procedures (SOP)	2	0	2
		PC2. Sampling should be as per the guidelines	2	0	2
		PC3. Identify the sample by labeling/numbering as per SOP	4	0	4
	Equipment readiness	PC4. Identify the most appropriate equipment for testing as per the SOP	4	0	4
		PC5. Calibrate /verify/validate the testing equipment periodically as per SOP	4	2	2
		PC6. Identify defective equipment/apparatus and take appropriate steps to rectify the defects as per SOP.	2	0	2
	Quality Assurance	PC7. Carry out testing of latex as per the standards	6	2	4
		PC8. Follow statistical quality control procedures	6	2	4
		PC9. Work according to laboratory procedures, standards and testing procedures	2	2	0
		PC10. Check quality parameters through on line and off line test procedures. Put identification tags for each batch.	6	2	4
		PC11. Carry out Inspection and packing controls and procedures	6	4	2

		PC12. Confirm product dimensions and weight controls	2	0	2
		PC13. Ensure that the material is not altered in any way during checking	2	2	0
		PC14. Record dimensions in check sheet	2	0	2
		PC15. Carry out QC audit and quality procedures.	8	4	4
		PC16. Pre shipment inspection and lot release	2	2	0
		PC17. Comparison of the vendor supplied product specifications with standards for acceptance/rejection criteria after lab testing	4	0	4
		PC18. GMP and other quality standards / procedure observances	4	0	4
	Recording and Reporting	PC19. Record and maintain data as per company standards (SOP)	4	2	2
		PC20. Ensure that reports/records are accurate and clear	2	0	2
		PC21. Release or Hold the material as per finding for further processing.	2	0	2
		PC22. Take up the results of the findings with supplier/QA in-charge/appropriate authority.	2	2	0
		PC23. Inform concerned persons for rectifications, if needed in specified time limit	2	0	2
	Health & Safety	PC24. Handle the equipments and samples properly	2	0	2
		PC25. Conduct the quality checks wearing the appropriate attire and safety gears	4	0	4
		PC26. Precaution against dust / chemical inhaling and handling	6	2	4
		PC27. Comply with health, safety, environment guidelines, regulations etc in accordance with international/national standards or organizational standards (SOP)	4	0	4
	Material Disposal	PC28. Dispose all materials used in the QA test safely as per Health and Safety management system of the company	4	0	4
			100	28	72
RSC / N 5007(Health & Safety)	Maintain a clean & efficient workplace	PC1. Undertake basic safety checks before operation of all machinery and equipment and report hazards to the appropriate supervisor	4	0	4
		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	4	0	4

	PC3. Read and understand the hazards of use and contamination mentioned on the labels of chemicals, utilities etc.	4	4	0
	PC4. Prior to performing manual handling jobs, risk is assessed and work is carried out according to currently recommended safe practices	4	0	4
	PC5. Use equipment and materials safely and correctly and return the same to designated storage when not in use	4	0	4
	PC6. Dispose off waste safely and correctly in a designated area	4	0	4
	PC7. Risks to bystanders are recognized and action taken to reduce risk associated with jobs in the workplace	4	4	0
	PC8. Perform work in a manner which minimizes environmental damage	4	4	0
	PC9. All procedures and work instructions for controlling risk are followed closely.	4	0	4
	PC10. Report any accidents, incidents or problems without delay to an appropriate person and take immediate necessary action to reduce further danger.	4	4	0
	PC11. Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency	8	0	8
	PC12. Follow emergency procedures to company standards and workplace requirements.	0	0	0
	PC13. Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements	4	4	0
Render appropriate emergency procedures	PC14. Provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques	4	0	4
	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	4	0	4

		PC17. Report details of first aid administered in accordance with work place procedures.	4	0	4
	Maintain standard safety procedures at the workplace	PC18. Comply with general safety procedures of the company	0	0	0
		PC19. Follow standard safety procedures while handling equipment, hazardous material or tool	8	4	4
		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	4	4
		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	4	0	4
	Participate in safety awareness campaigns	PC23. Attend fire drills and other safety related workshops organized at the workplace	0	0	0
		PC24. Be aware of first aid, evacuation and emergency procedures	4	4	0
		PC25. Be alert of any events and do not be negligent to any safety procedures to be followed	0	0	0
	Understand potential sources of accidents	PC26. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment	0	0	0
	Use safety gears to avoid accidents	PC27. Use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace)	8	4	4
		PC28. Handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders	4	0	4
			100	36	64
RSC / N 5009 Human Resource Management and	Basic Management Functions	PC1. Decide on the plans and take necessary steps to achieve the objectives	0	0	0
		PC2. Assign tasks and allocate resources to individuals	8	0	8
		PC3. Determine the manpower requirements and decide their placement.	8	8	0
		PC4. Motivate and lead the staff for timely achievements of the goals.	4	4	0
		PC5. Regularly monitor the progress of work	4	4	0

Welfare	Conflict Management/ Problem solving	PC6. Identify the conflict/problem	8	0	8	
		PC7. Diagnose the reason	4	0	4	
		PC8. Develop solutions	8	0	8	
		PC9. Implement and review	4	0	4	
	Human Resource Planning & Management	PC10. Place right type of people in right number at the right place	4	0	4	
		PC11. Motivate the staff to increase turn over and improve quality	4	4	0	
		PC12. Performance appraisal for human resource development	8	0	8	
	Human Resource Development	PC13. Assess training need for skill development	8	0	8	
		PC14. Organize suitable training programmes for skill development/capacity building	8	0	8	
	Implement welfare programmes	PC15. Implement EPF for workers	4	4	0	
		PC16. Implement Group insurance schemes and health insurance	4	4	0	
		PC17. Implement production linked incentive/bonus schemes	4	4	0	
		PC18. Implement Housing and related welfare measures	4	4	0	
		PC19. Implement provisions of rest room, recreational facilities etc as per relevant rules	4	4	0	
				100	40	60