

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-General Worker (CENEX)

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Natural Rubber (NR) Plantation

OCCUPATION: Production-NR

REFERENCE ID: RSC/ Q 6101

ALIGNED TO: NCO-2004/NIL

Brief Job Description: He should carry out the work assigned to him relating to machine operation, Latex charging, CENEX packing, handling of inventories like barrels, chemicals, etc, loading and unloading of raw and finished products, maintenance/cleaning of machines and other miscellaneous items of work.

Personal Attributes: He should enjoy sound health and be prepared for hard labour to carry out the work assigned to him. He should have basic awareness about ~~on~~ different machineries and tools to be handled by him. He should be able to follow the instructions properly and perform his job efficiently.

Qualifications Pack for General Worker (CENEX)

Job Details

Qualifications Pack Code	RSC/ Q 6101		
Job Role	General Worker (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	Production – NR	Next review date	14/05/16
NSQC Clearance on	20/07/2015		

Job Role	General Worker (CENEX)
Role Description	He should carry out the work assigned to him relating to machine operation, Latex charging, CENEX packing, handling of inventories like barrels, chemicals, etc, loading and unloading of raw materials and finished products, maintenance/cleaning of machines and other miscellaneous items of work.
NSQF level	3
Minimum Educational Qualifications*	VIII th Standard – preferably
Maximum Educational Qualifications*	NA
Training (Suggested but not mandatory)	Training in machine operation, sampling, ETP operation and general discipline of the firm.
Minimum Job Entry Age	18 years
Experience	1 year experience in a cenex factory (Preferable)
Applicable National Occupational Standards (NOS)	Compulsory: <ul style="list-style-type: none"> 1. RSC/ N 6101 General Maintenance 2. RSC/ N 5006 Provide Feedback to Higher Authorities 3. RSC/ N 5001 To carry out housekeeping Optional: NA
Performance Criteria	As described in the relevant OS units

Qualifications Pack for General Worker (CENEX)

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 carrying out the day to day operational activities and general maintenance related to machine operation and allied activities.

Unit Code	RSC/ N 6101
Unit Title (Task)	General Maintenance
Description	This unit is about carrying out the day to day operational activities and general maintenance related to machine operation and allied activities.
Scope	This unit covers the following tasks: <ul style="list-style-type: none"> Operational Activities General maintenance related to machine operation and allied activities, periodical cleaning, servicing, preventive maintenance, ETP management etc. Cenex packing
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Operational Activities	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC 1. Latex charging/decantation as per instructions from head worker/supervisor PC 2. Preservation of chemicals, addition /desludging works etc. PC 3. Coagulation of skim as per instructions PC 4. Loading of cenex and latex barrels as per instructions PC 5. Unloading of cenex/latex barrels as per instructions PC 6. Loading of byproducts as per instructions PC 7. Light weight barrel (cenex barrel) rinsing PC 8. Cenex barrel checking ,numbering, weighing etc PC 9. Strictly follow reporting time, working hours, assigned tasks etc.
Machine Operation and Maintenance	<ul style="list-style-type: none"> PC 10. Operation of the Latex centrifuging machine as per instruction from head worker/supervisor PC 11. Operate machines with maximum efficiency PC 12. Periodically clean the centrifuging machines PC 13. Clean the Machine bowls at prescribed intervals PC 14. Repair/service the centrifuging machines as per instructions PC 15. Undertake preventive maintenance PC 16. Repair/maintain other machineries /critical equipments etc as and when required. PC 17. Repair/maintenance /reconditioning of latex collection barrels PC 18. Effluent treatment operation as per head worker/supervisor's instructions
Packaging	<ul style="list-style-type: none"> PC 19. Packing of Cenex in the prescribed quantity and quality PC 20. Ensure proper labeling PC 21. Field barrel checking and making it ready for dispatch

Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA 1. The regulations such as reporting time, working hours, task etc being followed in the factory.</p> <p>KA 2. The procedure followed in the issue/return of the tools and other materials.</p> <p>KA 3. The provisions of Labour Act.</p> <p>KA 4. The labour welfare measures provided by the organization and other agencies.</p> <p>KA 5. Reporting procedure followed by the organization on the issues observed by the general worker.</p> <p>KA 6. How to handle emergency situations.</p>
<p>B. Technical Knowledge</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>KB 1. Load and unload various materials with utmost care to avoid damage.</p> <p>KB 2. Load, unload and shift Latex/Cenex barrels in the factory with utmost care to avoid damage.</p> <p>KB 3. Load, unload and shift by products in the factory with utmost care to avoid damage.</p> <p>KB 4. Know about breakdown of equipments and its preventive measures</p> <p>KB 5. Know about different methods of preventive maintenance.</p> <p>KB 6. Know about centrifuging machines, its operation and maintenance</p> <p>KB 7. Know about byproducts, its merits and demerits</p> <p>KB 8. Know about preparation of lime/addition of chemicals, its usage and significance in ETP operation.</p>
Skills (S)	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA 1. Report about leaves, causalities/damages and other issues observed in the factory.</p> <p>SA 2. Basic arithmetic calculations.</p>
	<p>Reading Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA 3. Read the pamphlets etc dealing with hazardous effects of chemicals and possibilities of contamination.</p> <p>SA 4. Follow the instructions and notices of the management.</p>
<p>Oral Communication (Listening and Speaking skills)</p>	

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA 5. Be a good listener to any new information being introduced in the factory.</p> <p>SA 6. Communicate effectively with superiors and colleagues.</p> <p>SA 7. Communicate clearly and effectively with Head workers/supervisors</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take appropriate decisions regarding processing steps in view of changing quality and availability of raw materials and finished goods.</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. seek clarification on problems from others</p> <p>SB3. apply problem-solving approaches in different situations</p> <p>SB4. refer anomalies to the line manager</p>
	<p>Customer Centricity</p>
	<p>NA</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB 5. Interpret quality for sheet</p> <p>SB 6 . Suggest improvements(if any) in process/product/materials based on results and experience</p>
	<p>Analytical Thinking</p>
	<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)</p> <p>SB8. deal with clients lacking the technical background to solve the problem on their own identify immediate or temporary solutions to resolve delays</p>
<p>Critical Thinking</p>	
<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>	

	SB11. refer anomalies to the line manager
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NOS Version Control

NOS Code	RSC / N 6101		
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 providing feedback to higher authorities

Unit Code	RSC/ N 5006
Unit Title (Task)	Provide Feedback to Higher Authorities
Description	This unit is about providing feedback to higher authorities
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Feed back on innovations in practices/operations • Feed back on incidence of trouble shooting • Feed back on indigenous knowledge (IK)/ indigenous technical knowledge (ITK) for evaluation and adoption • Feed back on socio-economic problems • Feed back on conflicts • Feed back on shortages/surplus of inputs • Information on quality issues of inputs • Information on general health and other aspects
Performance Criteria(PC) w.r.t the scope	
Element	Performance Criteria
Feed back on innovations	<p>To be competent, the individual on the job must be able to:</p> <p>PC 1. Generate innovations through expertise</p> <p>PC 2. Report to the higher authorities for trial, modifications and evaluation</p> <p>PC 3. Implement/adopt the approved innovations</p>
Feed back on incidence of trouble shooting	<p>PC 4. Identify the issues requiring trouble shooting.</p> <p>PC 5. Report to the higher authorities for diagnosing and remedial action.</p> <p>PC 6. Carry out protection measures.</p> <p>PC 7. Report on the effectiveness of the control measures.</p> <p>PC 8. Report on the effect of climatic factors on the functioning of the factory.</p>
Feed back on indigenous knowledge/ITK	<p>PC 9. Identify appropriate location specific indigenous knowledge</p> <p>PC 10. Report it to higher authorities for trial, evaluation and adoption with modifications, if any</p> <p>PC 11. Report on the results of such trials</p>

<p>Feed back on socio-economic problems</p>	<p>PC 12. Identify the socio-economic problems PC 13. Report it to higher authorities for investigation and solution PC 14. Extend possible help for solving such problems.</p>
<p>Feed back on conflicts</p>	<p>PC 15. Aware of the conflict existing and its possible causes PC 16. Report to the higher authority for resolving the issues PC 17. Extend possible help for solving the conflict</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: KA 1.Importance of providing feedback for improvement KA 2.Importance of indigenous knowledge for evolving/adopting location specific practices KA 3.Rectification/solution of problems/conflicts for the smooth functioning of the factory.</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand: KB 1.The need for ammoniating field latex and what happens when it is centrifuged. KB 2.About latex production from rubber plantation KB 3.Impact of preventive maintenance on the performance of factory. KB 4.The indigenous practices for adoption for better performance KB 5.The local situations and come out with innovations through experience KB 6.Problem/conflict identification KB 7.Methods of reporting to higher authorities</p>
<p>Skills (S) (Optional)</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: SA 1. Prepare simple written documents to provide feed back to higher authorities SA 2. Convey ideas/information clearly in writing</p>
	<p>Reading Skills</p>

	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA 3. Read and understand the contents published in newspaper and other publications SA 4. Read and understand images, diagrams, leaflets etc SA 5. Read written instructions, notices etc.
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand how to :</p> <ul style="list-style-type: none"> SA 6. Express statements, opinions or information clearly so that the receiver can hear and understand properly. SA 7. Respond appropriately to queries SA 8. Communicate effectively to Factory Manager, Supervisor, Head worker , office staff and other workers
	<p>Decision Making</p>
B. Professional Skills	<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>
	<p>Plan and Organize</p>
	<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>
	<p>Customer Centricity</p>
	<p>NA</p>
	<p>Problem Solving</p>
	<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>
<p>Analytical Thinking</p>	

	<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)</p> <p>SB8. deal with clients lacking the technical background to solve the problem on their own identify immediate or temporary solutions to resolve delays</p>
	<p>Critical Thinking</p>
	<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>



NOS Version Control

NOS Code	RSC / N 5006		
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 carrying out housekeeping.

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

	<p>PC17. Maintain and store housekeeping equipment and supplies</p> <p>PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process</p>
General	<p>PC19. Maintain schedules and records for housekeeping duty</p> <p>PC20. Replenish any necessary supplies or consumables</p>
Knowledge and Understanding (K)	
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The levels of hygiene required in workplace and why it is important to maintain them during work</p> <p>KB2. How to inspect a work area to decide what cleaning it needs</p> <p>KB3. Methods and materials that are used for cleaning various 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 cleaning 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 cleaning 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 disposing off waste</p> <p>KB16. Procedures for disposing off or storing personal protective equipment</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>

	SA4. Perform functional mathematical operations, including application of basic mathematical principles, such as numbers and space,
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams SA7. Understand the various coding systems as per company norms
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA8. Express statements, opinions or information clearly so that others can hear and understand SA9. Respond appropriately to any queries SA10. Communicate with head worker /supervisor SA11. Communicate with upstream and downstream teams SA12. Work in a team and other behavioral skills required to support small group activities
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
	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
	<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)</p> <p>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>



NOS Version Control

NOS Code	RSC / N 5001		
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 General worker - CENEX
Qualification Pack RSC/ Q 6101
Sector Skill Council Rubber Skill Development Council

Guidelines for Assessment

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

			Marks Allocation		
NOS	Elements	Performance Criteria	Total	Theory	Practical
RSC/ N 6101(Ge neral Maintena nce)	Operational Activities	PC 1. Latex charging/decantation as per instructions from head worker/supervisor	16	4	12
		PC 2. Preservation of chemicals, addition /desludging works etc	2	2	0
		PC 3. Coagulation of skim as per instructions	4	0	4
		PC 4. Loading of cenex and latex barrels as per instructions	2	0	2
		PC 5. Unloading of cenex/latex barrels as per instructions	2	0	2
		PC 6. Loading of byproducts as per instructions	2	0	2
		PC 7. Light weight barrel (cenex barrel) rinsing	2	0	2
		PC 8. Cenex barrel checking ,numbering, weighing etc	4	0	4
		PC 9. Strictly follow reporting time, working hours, assigned tasks etc	2	2	0
	Machine Operation and Maintenan ce	PC 10. Operation of the Latex centrifuging machine as per instruction from head worker/supervisor	16	0	16
		PC 11. Operate machines with maximum efficiency	4	2	2
		PC 12. Periodically clean the centrifuging machines	2	2	0
		PC 13. Clean the Machine bowls at prescribed intervals	2	2	0
		PC 14. Repair/service the centrifuging machines as per instructions	4	2	2
		PC 15. Undertake preventive maintenance	8	2	6
		PC 16. Repair/maintain other machineries /critical equipments etc as and when required.	4	0	4

		PC 17. Repair/maintenance /reconditioning of latex collection barrels	2	0	2
		PC 18. Effluent treatment operation as per head worker/supervisor's instructions	6	2	4
	Packaging	PC 19. Packing of Cenex in the prescribed quantity and quality	8	0	8
		PC 20. Ensure proper labeling	6	0	6
		PC 21. Field barrel checking and making it ready for dispatch	2	0	2
			100	20	80
RSC/ N 5006(Fee d back to Higher Authoriti es)	Feed back on innovations	PC 1. Generate innovations through expertise	4	4	0
		PC 2. Report to the higher authorities for trial, modifications and evaluation	4	4	0
		PC 3. Implement/adopt the approved innovations	0	0	0
	Feed back on incidence of trouble shooting	PC 4. Identify the issues requiring trouble shooting.	16	8	8
		PC 5. Report to the higher authorities for diagnosing and remedial action	8	0	8
		PC 6. Carry out protection measures	16	0	16
		PC 7. Report on the effectiveness of the control measures.	8	0	8
		PC 8. Report on the effect of climatic factors on the functioning of the factory.	8	4	4
	Feed back on indigenous knowledge/I TK	PC 9. Identify appropriate location specific indigenous knowledge	4	4	0
		PC 10. Report it to higher authorities for trial, evaluation and adoption with modifications, if any	4	4	0
		PC 11. Report on the results of such trials	4	4	0

	Feed back on socio-economic problems	PC 12. Identify the socio-economic problems	8	8	0
		PC 13. Report it to higher authorities for investigation and solution	4	0	4
		PC 14. Extend possible help for solving such problems.	0	0	0
	Feed back on conflicts	PC 15. Aware of the conflict existing and its possible causes	8	0	8
		PC 16. Report to the higher authority for resolving the issues	4	4	0
		PC 17. Extend possible help for solving the conflict	0	0	0
			100	44	56
RSC / N 5001(To carry out housekeeping)	Pre housekeeping activities	PC1. Inspect the area while taking into account various surfaces	8	8	0
		PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain	20	0	20
		PC3. Ensure that the cleaning equipment is in proper working condition	4	0	4
		PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person	8	0	8
		PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces	4	0	4
		PC6. Inform the affected people about the cleaning activity	0	0	0
		PC7. Display the appropriate signage for the work being conducted	4	0	4
		PC8. Ensure that there is adequate ventilation for the work being carried out	4	0	4
		PC9. Wear the personal protective equipment required for the cleaning method and materials being used	16	8	8
	Operations	PC10. Use the correct cleaning method for the work area, type of soiling and surface	8	8	0
		PC11. Carry out cleaning activity without disturbing others	0	0	0
		PC12. Deal with accidental damage, if any, caused while carrying out the work	4	0	4

		PC13. Report to the appropriate person any difficulties in carrying out the work	4	4	0
		PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill	0	0	0
	Post housekeeping activities	PC15. Ensure that there is no oily substance on the floor to avoid slippage	0	0	0
		PC16. Ensure that no scrap material is lying around	4	4	0
		PC17. Maintain and store housekeeping equipment and supplies	4	0	4
		PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process	4	4	0
	General	PC19. Maintain schedules and records for housekeeping duty	4	0	4
		PC20. Replenish any necessary supplies or consumables	0	0	0
			100	36	64