

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

Contact Us:

PHD House (4th Floor),
Opp. Asian Games
Village,
Siri Fort Institutional
Area, New Delhi -
110016

E-mail:
info@rsdcindia.in



Contents

1. Introduction and Contacts.....1
2. Qualifications Pack.....2
3. OS Units.....2

Introduction

Qualifications Pack- Storage Assistant (RSS Trading)

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Natural Rubber (NR) Plantation

OCCUPATION: Production- NR

REFERENCE ID: RSC/ Q 6104

ALIGNED TO: NCO-2004/NIL

Brief Job Description: The Storage Assistant (RSS Trading) is responsible for maintaining the store / godown / warehouse in good condition, properly keeping the materials without any damage or loss. It is also his job to ensure quality of the materials in the godown/warehouse.

Personal Attributes: He should be a person with undoubted integrity, healthy with good eye sight and always vigilant. He should have thorough knowledge about the storage practices of various materials. With regard to rubber, he should know the damages caused to sheet and scrap rubber when it is stored unscientifically. He should also be conversant with the grading and packing of sheet rubber.

Qualifications Pack For Store keeper (RSS Trading)

Job Details	Qualifications Pack Code	RSC/ Q 6104		
	Job Role	Storage Assistant – RSS Trading		
	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	Storage Assistant – RSS Trading	Next review date	14/05/16
	NSQC Clearance on	20/07/2015		

Job Role	Storage Assistant – RSS Trading
Role Description	The Store Keeper is responsible for maintaining the store / godown / warehouse in good condition, properly keeping the materials without any damage or loss. It is also his job to ensure quality of the materials in the godown/warehouse.
NSQF level	4
Minimum Educational Qualifications*	XII - desirable
Maximum Educational Qualifications*	NA
Training (Suggested but not mandatory)	NA
Minimum Job Entry Age	18 years
Experience	Minimum one year's experience in maintaining stores in a reputed organization, preferably in a rubber plantation
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> RSC/ N 6104 Scientific storage of rubber sheets RSC/ N 5007 Health and safety RSC/ N 5001 To carry out housekeeping RSC/ N 5008 Labour Management & Welfare <p>Optional: NA</p>
Performance Criteria	As described in the relevant OS units

Qualifications Pack For Store keeper (RSS Trading)

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 scientific storage of rubber sheets and other materials used in a rubber plantation.

Scientific storage of rubber sheets

National Occupational Standard	Unit Code	RSC/ N 6104
	Unit Title (Task)	Scientific storage of rubber sheets
	Description	This unit is about proper storage of sheet rubber and other materials used/stored in the godown; keeping the material under safe custody and protecting it from any sort of damage / theft.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Area readiness - Ensure safety and cleanliness of storage area • Scientifically Stacking, labelling and handling of the rubber sheet • Maintain grade wise records of the rubber sheets
	Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria	
Area readiness	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Inspect the cleanliness of the storage area</p> <p>PC2. Ensure material safety in the storage area from water, fire, etc.</p> <p>PC3. Ensure that the approach path from the storage area to the dispatch is free of impediments or obstructions</p> <p>PC4. Get the timely checking of safety tools done (fire extinguisher, spray etc.)</p>	
Operational Activity	<p>PC1. Scientifically store rubber sheets ensuring no deterioration in quality</p> <p>PC2. Apply the latest inventory control techniques.</p> <p>PC3. Arrange the proper stacking of product</p> <p>PC4. Ensure proper identification on the stored material</p> <p>PC5. Indicate proper placement location of the products</p> <p>PC6. Ensure proper packaging to avoid contamination; product must be well covered to protect from heat , light and moisture</p> <p>PC7. Follow the rule of first in first out (for sending the product to the customer)</p> <p>PC8. Coordinate with the weighing operator and sales officer</p>	

Scientific storage of rubber sheets

	<p>PC9. Acquire proper knowledge about the storage life of sheet rubber and field coagulum and keep a track of ageing of product</p> <p>PC10. Arrange for disposing off the expired product</p> <p>PC11. Maintenance of storage area, reporting requirement for repair work and getting it done</p>
Maintain records	<p>PC12. Report updated and accurate information regarding the different grades of rubber sheet kept in the godown/warehouse</p> <p>PC13. Maintain proper record of stocks, material sent to dispatch and space availability</p> <p>PC14. Ensure the availability of the product as per the dispatch order</p>
Knowledge and Understanding (K)	
A. Organizational Context)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Rules and regulations of the firm.</p> <p>KA2. Prevailing market situation.</p> <p>KA3. Price of different grades of sheets.</p> <p>KA4. Capacity of warehouse.</p> <p>KA5. Fire fighting and other safety measures.</p> <p>KA6. Insurance against calamities and theft.</p> <p>KA7. Contract details of transportation agencies.</p> <p>KA8. Contact details of Police station, fire and rescue and other local institutions.</p> <p>KA9. Details of availability of workers.</p> <p>KA10. Maintenance of registers for stock and sale.</p>

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Changes in the properties of rubber sheets during storage.</p> <p>KB2. Adverse effect of improper storage.</p> <p>KB3. Quantity requirement by different customers.</p> <p>KB4. Rules governing the movement of materials.</p> <p>KB5. Relevant sale tax /income tax/purchase tax rules.</p> <p>KB6. Maintenance of purchase/sales tax return.</p> <p>KB7. Filing of statutory returns to various departments.</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Maintain the various registers, files and other documents.</p> <p>SA2. Preparation of invoices.</p> <p>SA3. Preparation of sales tax returns.</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Read relevant publications, reports, circulars notes etc. regarding sheet rubber storage and act accordingly.</p> <p>SA5. Read relevant publications on safety measures, insurance etc.</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>SA6. Be a good listener and communicate things as per the direction from the authorities.</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take 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>

	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 6104		
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 the responsibility of the personnel/employee for 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 storage of products</p> <p>PC2. Use appropriate protective clothing or equipment 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. Storage of equipment and material</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>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</p>

Render appropriate emergency procedures	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	PC1. Comply with general safety procedures of the company PC2. Follow standard safety procedures while handling equipment, hazardous material or tool PC3. Check parts of the workplace and take preventive actions like spraying and other steps to protect from leakages, water logging, pests, fire, pollution, etc. PC4. Ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure PC5. Keep the workplace organized, swept, clean and hazard free
Participate in safety awareness campaigns	PC6. Attend fire drills and other safety related workshops organized at the workplace PC7. Be aware of first aid, evacuation and emergency procedures PC8. Be alert of any events and do not be negligent to any safety procedures to be followed
Understand potential sources of accidents	PC9. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment
Use safety gears to avoid accidents	PC10. Use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace) PC11. 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. company's policies on incentives, delivery standards, and personnel management KA2. company occupational safety and health policy followed KA3. company emergency evacuation procedure KA4. company's medical policy
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.

	<p>KB3. Basic emergency first aid procedure</p> <p>KB4. Local emergency services</p> <p>KB5. Reporting on accidents, incidents and problems to appropriate</p> <p>KB6. How to use machines as per standard operating procedure</p> <p>KB7. How to maintain work area safe and secure</p> <p>KB8. Use of hazardous materials, tools and equipments</p> <p>KB9. Emergency, evacuation and first aid procedures to be followed</p> <p>KB10. Personal hygiene and fitness requirements</p> <p>KB11. General duties under the relevant health and safety legislation</p> <p>KB12. What personal protective equipment and clothing should be worn and how it is cared for</p> <p>KB13. The correct and safe way to use materials and equipment required for work</p> <p>KB14. The importance of good housekeeping in the workplace</p> <p>KB15. Safe disposal methods for waste</p> <p>KB16. Methods for minimizing environmental damage during work</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The individual on the job needs to know and understand how to:</p> <p>SA1. Record data which are required for record keeping purpose</p> <p>SA2. Report problems to the appropriate person in a timely manner</p> <p>SA3. Write descriptions and details about incidents in reports</p>
	Reading Skills
	<p>The individual on the job needs to know and understand how to:</p> <p>SA4. Read instruction manuals for hand tools and equipment</p> <p>SA5. Read instructions on work orders and procedures</p>
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	<p>The individual on the job needs to know and understand how to:</p> <p>SA6. Receive instructions and seek advice from supervisors and managers</p> <p>SA7. Communicate clearly and effectively with others</p>
	Decision Making
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>
	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</p>

	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 carrying out housekeeping.

RSC / N 5001
Carry Out Housekeeping Activities

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>

Carry Out Housekeeping Activities

	<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> <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 off the waste generated 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)	
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</p>

Carry Out Housekeeping Activities

	<p>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 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 application of basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
Oral Communication (Listening and Speaking skills)	

Carry Out Housekeeping Activities

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support small group activities</p>
C. 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</p> <p>SB3. apply problem-solving approaches in different situations</p> <p>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</p> <p>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)</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
	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 5001		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	20/03/14
Industry Sub-sector	Natural Rubber Plantation	Last reviewed on	05/05/14
Occupation	Production - NR	Next review date	05/05/15



National Occupational Standard



Overview

This unit is about Labour Management & Welfare.

Unit Code	RSC/ N 5008
Unit Title (Task)	Labour Management & welfare
Description	This unit is about Labour Management & Welfare
Scope	<p>This unit/task covers the following: Proficiency in-</p> <ul style="list-style-type: none"> • Maintenance of profile of workers • Muster roll and work distribution details • Wages & Other allowance payment register • EPF Register • Other benefits • Various documents related to dispute redressal • Maintenance of records/documents related to plantation labour acts/rules and various communications from regulatory agencies
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Profile of workers	<p>To be competent, the individual on the job must be able to prepare and register–</p> <p>PC1. Name and address and other relevant personal data PC2. Age & gender PC3. Qualification & experience PC4. Family details PC5. Service details PC6. Health and related data</p>
Work details	<p>PC6. Attendance PC7. Work distribution PC8. Leave PC9. Conduct</p>
Wages payment	<p>PC10. Rate of wages PC11. Total wages paid PC12. Deductions (EPF, advance refund etc) PC13. Allowance paid PC14. Period of payment and date of payment PC15. A quittance for payment PC16. Payment of Ex- gratia (Bonus)</p>
EPF	<p>PC17. Details of EPF deduction and employer's contribution PC18. EPF remittance PC19. Preparation of EPF return & submission to APFO's Office PC20. Details of EPF withdrawals PC21. Annual EPF statements</p>

Other benefits	PC22. Group insurance schemes and health insurance PC23. Production linked incentive schemes
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. Labour management policies of the company KA2. Labour welfare schemes implemented in the factory KA3. Differences among contract/casual/permanent Labours KA4. Various agreements between the management and the workers/staff
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB2. Overall knowledge in Factory Practices and management KB3. Labour Act and rules, welfare schemes etc KB4. Insurance schemes KB5. EPF and other service rules KB6. Labour welfare schemes in other factories
Skills (S) (Optional)	
A. 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 document 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. The individual should be a good communicator.</p> <p>SA9. Express statements, opinions or information clearly so that the receiver can hear and understand</p> <p>SA10. Respond appropriately to queries</p> <p>SA11. Communicate effectively to supervisor, office staff, workers and clients</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</p> <p>SB3. apply problem-solving approaches in different situations</p> <p>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</p> <p>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)</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 5008		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	20/03/14
Industry Sub-sector	Natural Rubber Plantation	Last reviewed on	05/05/14
Occupation	Production - NR	Next review date	05/05/15



CRITERIA FOR ASSESSMENT OF TRAINEE

Job Role Storage Assistant – RSS Trading

Qualification Pack RSC/ Q 6104

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/ N 6104 Scientific storage of rubber sheets	Area readiness	PC1. Inspect the cleanliness of the storage area	0	0	0
		PC2. Ensure material safety in the storage area from water, fire, etc.	13	7	7
		PC3. Ensure that the approach path from the storage area to the dispatch is free of impediments or obstructions	3	3	0
		PC4. Get the timely checking of safety tools done (fire extinguisher, spray etc.)	3	0	3
	Operationa l Activity	PC5. Scientifically store rubber sheets ensuring no deterioration in quality	7	0	7
		PC6. Apply the latest inventory control techniques.	7	7	0
		PC7. Arrange the proper stacking of product	7	0	7
		PC8. Ensure proper identification on the stored material	10	0	10

		PC9. Indicate proper placement location of the products	3	0	3
		PC10. Ensure proper packaging to avoid contamination; product must be well covered to protect from heat , light and moisture	10	7	3
		PC11. Follow the rule of first in first out (for sending the product to the customer)	3	3	0
		PC12. Coordinate with the weighing operator and sales officer	0	0	0
		PC13. Acquire proper knowledge about the storage life of sheet rubber and field coagulam and keep a track of ageing of product	7	7	0
		PC14. Arrange for disposing off the expired product	3	3	0
		PC15. Maintenance of storage area, reporting requirement for repair work and getting it done	7	0	7
	Improving Quality	PC16. Report updated and accurate information regarding the different grades of rubber sheet kept in the godown/warehouse	3	3	0
		PC17. Maintain proper record of stocks, material sent to dispatch and space availability	10	10	0
		PC18. Ensure the availability of the product as per the dispatch order	3	0	3
			10	50	50
RSC/N 5007 Health and safety	Maintain a clean & efficient workplace	PC19. Undertake basic safety checks before operation of all machinery and equipment and report hazards to the appropriate supervisor	8	4	4
		PC20. 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	4	0
		PC21. Read and understand the hazards of use and contamination mentioned on the labels of chemicals, utilities etc.	4	4	0

	PC22. Prior to performing manual handling jobs, risk is assessed and work is carried out according to currently recommended safe practices	8	4	4
	PC23. Use equipment and materials safely and correctly and return the same to designated storage when not in use	4	0	4
	PC24. Dispose off waste safely and correctly in a designated area	4	0	4
	PC25. Risks to bystanders are recognized and action taken to reduce risk associated with jobs in the workplace	4	0	4
	PC26. Perform work in a manner which minimizes environmental damage	0	0	0
	PC27. All procedures and work instructions for controlling risk are followed closely.	8	4	4
	PC28. Report any accidents, incidents or problems without delay to an appropriate person and take immediate necessary action to reduce further danger.	4	0	4
	PC29. Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency	4	4	0
	PC30. Follow emergency procedures to company standards and workplace requirements.	4	4	0
Render appropriate emergency procedures	PC31. Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements	4	0	4
	PC32. Provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques	8	0	8
	PC33. Recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate	0	0	0
	PC34. Dispose off medical waste in accordance with workplace requirements	4	4	0
	PC35. Report details of first aid administered in accordance with work place procedures.	4	4	0

	Maintain standard safety procedures at the workplace	PC36. Comply with general safety procedures of the company	0	0	0
		PC37. Follow standard safety procedures while handling equipment, hazardous material or tool	8	0	8
		PC38. Check parts of the workplace and take preventive actions like spraying and other steps to protect from leakages, water logging, pests, fire, pollution, etc.	4	4	0
		PC39. Ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure	0	0	0
		PC40. Keep the workplace organized, swept, clean and hazard free	0	0	0
	Participate in safety awareness campaigns	PC41. Attend fire drills and other safety related workshops organized at the workplace	0	0	0
		PC42. Be aware of first aid, evacuation and emergency procedures	8	0	8
		PC43. 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	PC44. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment	0	0	0
	Use safety gears to avoid accidents	PC45. Use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace)	4	0	4
		PC46. Handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders	0	0	0
			10	40	60
	Pre housekeeping activities	PC47. Inspect the area while taking into account various surfaces	4	4	0
		PC48. Identify the material requirements for cleaning the areas inspected, by considering risk, time,	8	0	8

RSC / N
5001

To carry
out
houseke
eping

	efficiency and type of stain			
	PC49. Ensure that the cleaning equipment is in proper working condition	4	0	4
	PC50. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person			
	PC51. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces	8	0	8
		4	0	4
	PC52. Inform the affected people about the cleaning activity	4	4	0
	PC53. Display the appropriate signage for the work being conducted	4	0	4
	PC54. Ensure that there is adequate ventilation for the work being carried out	4	0	4
	PC55. Wear the personal protective equipment required for the cleaning method and materials being used	8	0	8
	PC56. Use the correct cleaning method for the work area, type of soiling and surface	8	8	0
Operations	PC57. Carry out cleaning activity without disturbing others	0	0	0
	PC58. Deal with accidental damage, if any, caused while carrying out the work	4	0	4
	PC59. Report to the appropriate person any difficulties in carrying out the work	4	4	0
	PC60. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill	0	0	0
	PC61. Ensure that there is no oily substance on the floor to avoid slippage	4	0	4
Post housekeep ing	PC62. Ensure that no scrap material is lying around	4	4	0
	PC63. Maintain and store housekeeping equipment	4	0	4

RSC/ N
5008(Lab
our
Manage
ment &
welfare)

activities	and supplies			
	PC64. Follow workplace procedures to deal with any accidental damage caused during the cleaning process	4	0	4
	PC65. Ensure that, on completion of the work, the area is left clean and dry and meets requirements	4	0	4
	PC66. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored	4	0	4
	PC67. Dispose off the waste generated from the activity in an appropriate manner	4	0	4
	PC68. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly	0	0	0
	General	PC69. Maintain schedules and records for housekeeping duty	8	0
PC70. Replenish any necessary supplies or consumables		0	0	0
		10 0	24	76
Profile of workers	PC71. Name and address and other relevant personal data	25	5	20
	PC72. Age & gender	0	0	0
	PC73. Qualification & experience	0	0	0
	PC74. Family details	0	0	0
	PC75. Service details	0	0	0
	PC76. Health and related data Attendance	0	0	0
Work details	Pc77. Attendance	0	0	0
	PC78. Work distribution	0	0	0
	PC79. Leave	25	5	20
	PC80. Conduct	0	0	0
Wages	PC81. Rate of wages	0	0	0

payment	PC82. Total wages paid	0	0	0
	PC83. Deductions (EPF, advance refund etc)	0	0	0
	PC84. Allowance paid	0	0	0
	PC85. Period of payment and date of payment	0	0	0
	PC86. A quittance for payment	0	0	0
	PC87. Payment of Ex- gratia (Bonus)	50	10	40
EPF	PC88. Details of EPF deduction and employer's contribution	0	0	0
	PC89. EPF remittance	0	0	0
	PC90. Preparation of EPF return & submission to APFO's Office	0	0	0
	PC91. Details of EPF withdrawals	0	0	0
	PC92. Annual EPF statements	0	0	0
Other benefits	PC93. Group insurance schemes and health insurance	0	0	0
	PC94. Production linked incentive schemes	0	0	0
		100	20	80