

## 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

#### Qualification Pack – Factory Manager TSR

**SECTOR:** RUBBER INDUSTRY

**SUB-SECTOR:** Natural Rubber (NR) Plantation

**OCCUPATION:** Production-NR

**REFERENCE ID:** RSC/Q 6112

**ALIGNED TO:** NCO-2004/NIL

**Brief Job Description:** Factory Manager is in overall charge and responsible for all the activities in the TSR factory. He should manage organization of the factory, procurement of raw materials, machinery, production of TSR, planning and control, maintenance/repair of equipment/machinery, quality control and sale of product. He should also manage the workers, staff and officers in the factory.

**Personal Attributes:** He should be a person with leadership qualities and capable of motivating and guiding the work force in the right direction. He should also have good diplomatic and negotiating skills. He should possess good communication and coordination skills.

## Qualifications Pack for Factory Manager TSR

Job Details	<b>Qualifications Pack Code</b>	<b>RSC/Q 6112</b>		
	<b>Job Role</b>	<b>Factory Manager-TSR</b>		
	<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Rubber Industry</b>	<b>Drafted on</b>	<b>22/06/2015</b>
	<b>Sub-sector</b>	<b>Natural Rubber Plantation</b>	<b>Last reviewed on</b>	<b>22/06/2015</b>
	<b>Occupation</b>	<b>Production-NR</b>	<b>Next review date</b>	<b>22/06/2017</b>
	<b>NSQC Clearance on</b>	<b>20/07/2015</b>		

<b>Job Role</b>	<b>Factory Manager-TSR</b>
<b>Role Description</b>	Factory Manager is in overall charge and responsible for all the activities in the TSR factory. He should manage organization of the factory, procurement of raw materials, machinery etc, production of TSR, planning and control, maintenance/repair of equipment/machinery, quality control, and sale of product. He should also manage the workers, staff and officers in the factory.
<b>NSQF level</b>	8
<b>Minimum Educational Qualifications*</b>	Degree in Chemical / Mechanical Engineering. Engineers with M.B.A will be preferred for the post.
<b>Maximum Educational Qualifications*</b>	
<b>Training</b> (Suggested but not mandatory)	Training in a rubber processing factory conducted by Rubber Board or any other reputed organization
<b>Minimum Job Entry Age</b>	18 years
<b>Experience</b>	Experience in a TSR factory is desirable
<b>Applicable Occupational Standards</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">RSC/ N 6116 Manage pre- production activities</a></li> <li><a href="#">RSC/ N 6117 Manage production operation</a></li> <li><a href="#">RSC/ N 6118 Manage post-production and other activities</a></li> <li><a href="#">RSC/ N 5007 Health &amp; Safety</a></li> <li><a href="#">RSC/ N 5009 Human Resource Management &amp; Welfare</a></li> <li><a href="#">RSC/ N 5002 To carry out reporting and documentation</a></li> <li><a href="#">RSC/ N 5003 To carry out quality checks</a></li> </ol> <p><b>Optional:</b> NA</p>
<b>Performance criteria</b>	As described in the relevant OS

Qualifications Pack for Factory Manager TSR

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 managing pre-production activities in a TSR factory.

## Manage Pre-Production Activities

<b>Unit Code</b>	<b>RSC / N 6116</b>
<b>Unit Title (Task)</b>	<b>Manage Pre-Production Activities</b>
<b>Description</b>	This unit is about managing pre-production activities in a TSR factory.
<b>Scope</b>	<p>This unit covers the following tasks:</p> <ul style="list-style-type: none"> <li>• Raw material and machinery procurement, organization of the factory, production, planning and control</li> <li>• Prepare machine, tools and equipments</li> <li>• Collect all the components required for production operation</li> <li>• Ensure housekeeping and safety in work area</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Pre-Production Management</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Design the factory for most efficient production</p> <p>PC2. Select the right type of equipment/machinery</p> <p>PC3. Organize procurement of equipment/machinery and other raw materials and inputs</p> <p>PC4. Arrange for the installation and commissioning of machinery and trial production</p> <p>PC5. Carry out production planning and prepare production schedules</p> <p>PC6. Organize quality management and control systems</p> <p>PC7. Organize environment management systems</p> <p>PC8. Organize repair/maintenance of equipment/machinery</p>
<b>Equipment readiness</b>	<p>PC9. Ensure that the machine, working table and tools are clean.</p> <p>PC10. Follow equipment preparation process as per company requirements</p> <p>PC11. Set parameters for the machine (temperature and other parameters) as per the organizational SOP.</p> <p>PC12. Ensure that all safety devices on the machine are properly functioning before start of the work.</p> <p>PC13. Ensure that no delays are caused as a result of improper preparation and failure to identify problems.</p>
<b>Raw material appropriateness</b>	<p>PC14. Collect the required quantity of components for commencing production operation as per the schedule.</p> <p>PC15. Ensure that all the components required are as per the</p>

### Manage Pre-Production Activities

	required quality specifications.
<b>Cleanliness &amp; Safety</b>	<p>PC16. Ensure cleanliness in the work area</p> <p>PC17. Ensure the use of certified equipments for lifting the components</p> <p>PC18. Adhere to all safety norms (such as wearing protective gloves and mask).</p> <p>PC19. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The objectives and functioning of the factory.</p> <p>KA2. Functioning of the factory and the organizational structure and span of control</p> <p>KA3. Quality policies of the management</p> <p>KA4. Production targets and schedule</p> <p>KA5. The type and quality of the product being produced</p> <p>KA6. The skill and experience of the people working with him</p> <p>KA7. Company's quality policies and safety standards</p> <p>KA8. Implications of poorly prepared equipment and tools</p> <p>KA9. Importance of housekeeping activities</p> <p>KA10. Reporting procedure followed by the organization.</p> <p>KA11. Proper handling of emergency situations.</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Basic aspects relating to processing methods for TSR</p> <p>KB2. Design and lay-out of the factory</p> <p>KB3. Production capacity of the factory and requirements of equipment set-up and raw material for achieving the same</p> <p>KB4. Unit operations in the factory and its effect on quality and output of the product</p> <p>KB5. Annual/monthly/daily/shift production targets and raw material and utility requirements</p> <p>KB6. Labour requirement for each operation</p> <p>KB7. Implications of delays in the preparation process.</p> <p>KB8. Quality of the raw materials and the processing methods to handle each type of raw material</p> <p>KB9. Various process control measures available</p> <p>KB10. National/International specifications for the product</p> <p>KB11. Installation, maintenance and repair of equipment and machinery</p> <p>KB12. Quality management and control systems for TSR</p>



### Manage Pre-Production Activities

	<p>KB13. Good manufacturing practices for TSR KB14. Current market trends in TSR in India and abroad</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b></p>
	<p>The user/ individual on the job needs to know and understand how to: SA1. Note down all the details regarding different requirements, purchases, details of production, sale etc. He should be capable to write in English and local language. SA2. Writing memos, notices and other letters to various agencies SA3. Prepare reports/charts etc SA4. Prepare of training manuals for workers/staff</p>
	<p><b>Reading Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to: SA5. Read periodicals, articles and informative writings on TSR, specification of raw material and products, market reports, etc in English and local language SA6. Read and understand various notifications/letters from regulatory agencies and government SA7. Read and understand relevant Acts and Rules and amendments thereof</p>
<b>B. Professional Skills</b>	<p><b>Oral Communication (Listening and Speaking skills)</b></p>
	<p>The user/individual on the job needs to know and understand how to: SA8. Effectively listen and speak with workers, staff, management and clients SA9. Address issues through oral communication for which he should be proficient in English and local language.</p>
	<p><b>Decision Making</b></p>
	<p>The user/individual on the job needs to know and understand how to:- SB1. Take appropriate decisions in case of sudden change in market prices, problems arising out of labour unrest, unexpected break down of machinery etc. SB2. Take appropriate decisions regarding processing steps in view of changing quality and availability of raw materials</p>
	<p><b>Plan and Organize</b></p>
	<p>The user/individual on the job needs to know and understand how to:- SB3. Plan production programmes taking into account raw material</p>

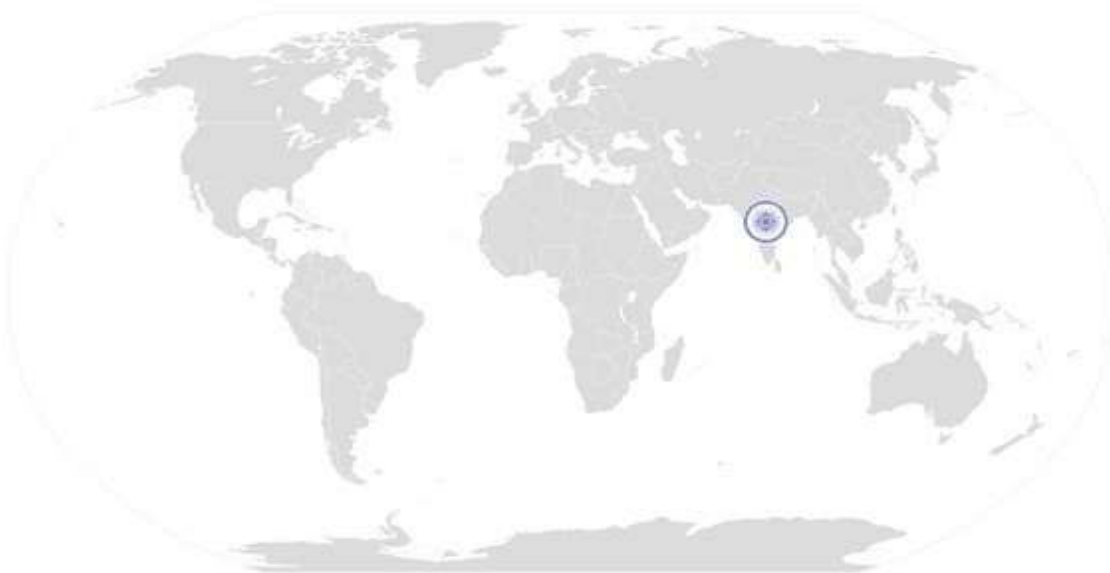
## Manage Pre-Production Activities

	<p>and utility availability</p> <p>SB4. Plan for procurement of various inputs to maintain production programme</p> <p>SB5. Arrange for timely preventive maintenance of equipment/machinery to ensure minimum down time</p> <p>SB6. Plan for proper deployment of available labour and other staff for optimum production</p>
	<p><b>Customer Centricity</b></p> <p>The user/individual on the job needs to know and understand how to:-</p> <p>SB7. Maintain good relation with all suppliers, purchasers and all other people related to the company</p>
	<p><b>Problem Solving</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Deal with mechanical problems and problems related to raw material availability</p> <p>SB9. Solve any sudden and unexpected problems.</p>
	<p><b>Analytical Thinking</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Analyze market trends and schedule production programme accordingly</p>
	<p><b>Critical Thinking</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Deal with issues affecting the functioning of the factory and take appropriate decisions and/or report to the management for guidance</p>



## NOS Version Control

<b>NOS Code</b>	RSC / N 6116		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Rubber Industry	<b>Drafted on</b>	22/06/2015
<b>Industry Sub-sector</b>	NR Primary Processing - TSR	<b>Last reviewed on</b>	22/06/2015
<b>Occupation</b>	Production-NR	<b>Next review date</b>	22/06/2017



---

# National Occupational Standard



---

## Overview

This unit is about managing production operation in a TSR factory.

<b>Unit Code</b>	<b>RSC / N 6117</b>
<b>Unit Title (Task)</b>	<b>Manage Production Operation</b>
<b>Description</b>	This unit is about managing production operation in a TSR factory.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Proper management of machine operation and production as per the customer requirement.</li> <li>• Optimal utilization of raw material and utilities and proper disposal of waste material</li> <li>• Maintenance of production record</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Production management</b>	<p>To be competent, the user/individual on the job must be able to :</p> <p>PC1. Check each component with respect to the given specifications</p> <p>PC2. Loading sequence to be strictly followed as per instructions /SOP.</p> <p>PC3. Ensure the processing of material as per the SOP</p> <p>PC4. Monitor the functioning of machine with respect to the various parameters.</p> <p>PC5. Inspect the prepared product carefully</p> <p>PC6. Ensure that produced product is as per the customer requirement.</p>
<b>Raw Material and Utilities</b>	<p>PC7. Ensure the optimal use of raw material during production process.</p> <p>PC8. Ensure proper utilization of utilities as per production target.</p> <p>PC9. Ensure proper waste disposal as per the company SOP.</p>
<b>Record Maintenance</b>	<p>PC10. Ensure all the production details are properly recorded in the forms/formats/log books/computers</p> <p>PC11. Update the production sheet with the details of prepared material and record down time with details on reasons, time from to end and mention action taken to solve the down time</p> <p>PC12. Complete paper /computer documents and ensure their traceability in all respect.</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational</b>	The user/individual on the job needs to know and understand:

## Manage production operation

<p><b>Context</b> (Knowledge of the company/ organization and its processes)</p>	<p>KA1. Production operation and its importance. KA2. Implications of poorly prepared material and power failures. KA3. The material disposal procedure, importance of appropriate disposal of material and implications of not following the material disposal procedure. KA4. How to conduct quality and damage checks and their importance. KA5. Importance of identifying non-conforming products and their storage. KA6. Risk and impact of not following defined procedures/work instructions. KA7. The escalation matrix for reporting identified issues. KA8. Types of documentation in the organization and their importance. KA9. Records to be maintained and the implications of their non-maintenance. KA10. Importance of housekeeping and good shop floor practices. KA11. Health, safety and environment guidelines, legislations and regulations, as applicable. KA12. Personal protection (which protective equipment to be used and how). KA13. Impact of various practices on cost, quality, productivity, delivery and safety.</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Cleanliness and safety requirements for production operation. KB2. Functioning of machinery and systems KB3. The process and importance of quality checks. KB4. Basic aspects relating to processing methods for TSR KB5. Unit operations in the factory and its effect on quality and output of the product KB6. Annual/monthly/daily/shift production targets and raw material and utility requirements KB7. Labour requirement for each operation KB8. Customer requirement on the quality and packing of the product KB9. Quality of the raw materials and the processing methods to handle each type of raw material KB10. Various process control measures available KB11. National/International specifications for the product KB12. Quality management and control systems for TSR KB13. Types of defects leading to rejections and their indicators, reasons and possible solutions. KB14. Response to emergencies, for example, power failures, fire, system failures and manual intervention to avoid disasters. KB15. Organization of quality control laboratory and testing programme for supporting production programmes and timely shipment of product KB16. Various environment regulations related to TSR production KB17. Treatment methods for effluents and methods to achieve recommended standards</p>

## Manage production operation

	<p>KB18. Good manufacturing practices for TSR</p> <p>KB19. Current market trends in TSR in India and abroad</p> <p>KB20. Knowledge of Company Law, Acts and rules.</p> <p>KB21. Basic knowledge in computer application</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms , activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform basic mathematical operations</p>
	<b>Reading Skills</b>
	<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>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<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 upstream and downstream teams</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Decide changes in production schedule caused due to issues related to availability of raw material and utilities</p> <p>SB2. Decide on the action to be taken to resolve any interruption caused due to machinery</p>
	<b>Plan and Organize</b>
	<p>The user/individual on the job needs to know and understand how to:-</p> <p>SB3. Plan production programmes taking into account raw material and utility availability</p> <p>SB4. Arrange for proper waste disposal</p> <p>SB5. Plan for proper deployment of available labour and other staff for optimum production</p>
	<b>Customer Centricity</b>

### Manage production operation

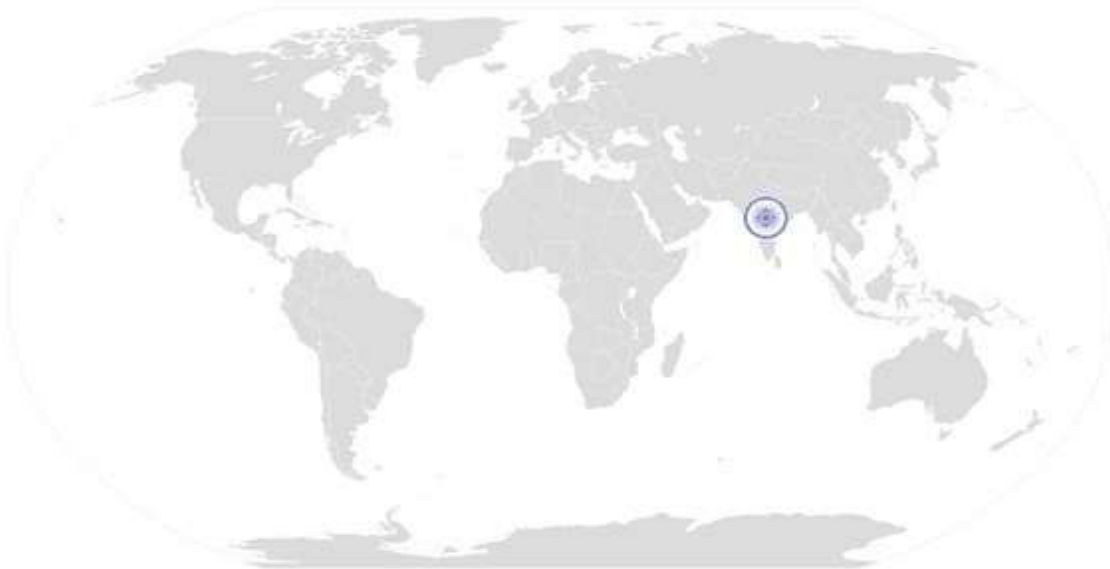
	The user/individual on the job needs to know and understand how to:- SB6. Ensure production as per customer requirement SB7. Prepare product with no defects/ quality issues.
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to:- SB6. Arrange for machinery repair in timely manner SB7. Manage sudden changes in production targets and schedule
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB8. Diagnose common problems in the product based on visual inspection. SB9. Suggest improvements (if any) in process based on experience
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB10. Deal with issues affecting the production and take appropriate decisions and/or report to the management for guidance.





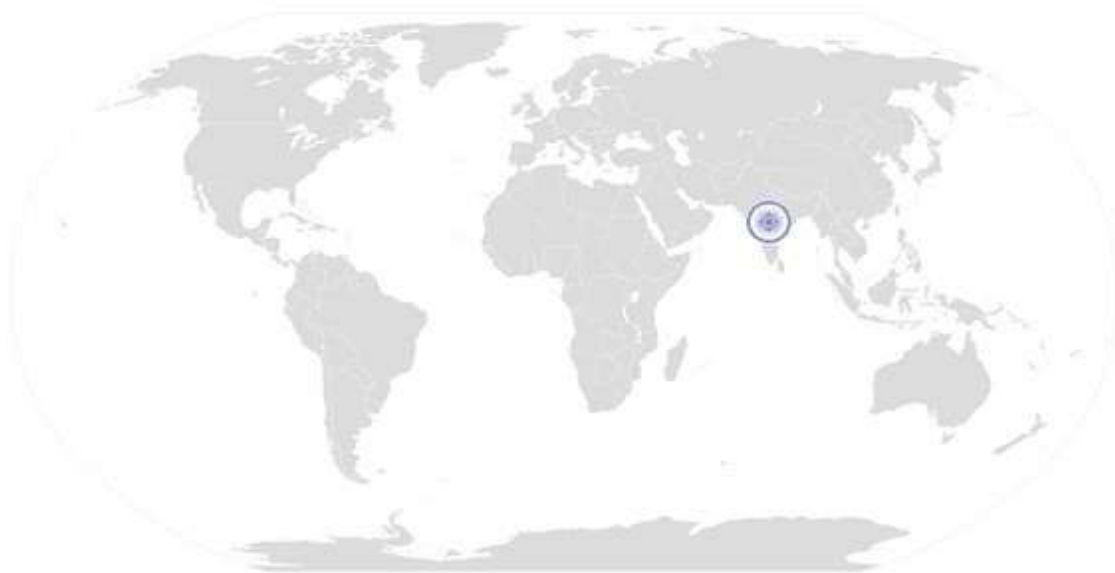
## NOS Version Control

<b>NOS Code</b>	RSC / N 6117		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Rubber Industry	<b>Drafted on</b>	22/06/2015
<b>Industry Sub-sector</b>	NR Primary Processing - TSR	<b>Last reviewed on</b>	22/06/2015
<b>Occupation</b>	Production-NR	<b>Next review date</b>	22/06/2017



---

# National Occupational Standard



---

## Overview

This unit is about performing activities after the production operation is completed in a TSR factory.

**Manage Post-Production and Other Activities**

<b>Unit Code</b>	RSC / N 6118
<b>Unit Title (Task)</b>	Manage Post-Production and Other Activities
<b>Description</b>	This unit is about performing activities after the production operation is completed in a TSR factory.
<b>Scope</b>	This unit covers the following tasks: <ul style="list-style-type: none"> <li>• Marking of the product for proper identification and storage</li> <li>• Handling of unused components</li> <li>• Marketing and sale of product.</li> <li>• Manage the accounts through the Finance Manager</li> <li>• Computer applications</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Product Identification and storage</b>	To be competent, the user/individual on the job must be able to: PC1. Ensure identification and traceability by marking/coding for the right product as per the instructions laid down by the company (in terms of batch number, grade and date stamp). PC2. Ensure proper storage of the prepared product PC3. Ensure marking of the product as per the customer's order for facilitating dispatch.
<b>Handling of unused components</b>	PC4. Send the unused components at designated place. PC5. Record the details of unused material for its use in the production process in next shift.
<b>Sale of the product</b>	PC6. Keep a track of market developments for TSR PC7. Participate in formulating promotional strategies for TSR PC8. Understand the sales procedures PC9. Maintain good rapport with the customers PC10. Understand export procedures for TSR
<b>Accounts</b>	PC11. Inform the accounts head for requirement of raw material and sale of finished product in timely and proper manner PC12. Maintain updated information on receipts and payments
<b>Computer Application</b>	PC13. Operate computers for checking and maintaining records for performing management activities PC14. Use computers for correspondence with customers and vendors.
<b>Knowledge and Understanding (K)</b>	
<b>C. Organizational Context</b> (Knowledge of the company /	The user/individual on the job needs to know and understand: KA1. The objectives and functioning of the factory. KA2. Functioning of the factory and the organizational structure and span of control

**Manage Post-Production and Other Activities**

organization and its processes)	KA3. Quality policies of the management KA4. Production targets and schedule KA5. The type and quality of the product being produced KA6. Implications of poorly prepared material. KA7. Significance of marking/product identification. KA8. Importance of identifying non-conforming products and their storage. KA9. Company's quality policies and safety standards KA10. Reporting procedure followed by the organization. KA11. Proper handling of emergency situations.
<b>D. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. Customer requirement on the quality and packing of the product KB2. Importance of careful inspection and corrective measures KB3. Storing the product at designated place. KB4. Process and importance of quality checks. KB5. Product identification/ marking techniques. KB6. Implications of incorrect batch marking. KB7. Current market trends in TSR in India and abroad KB8. Market development and promotional strategies for TSR KB9. Sales procedures KB10. Export procedures for TSR KB 11. Knowledge of Company Law, Acts and rules. KB12. Basic knowledge in accountancy and computing
<b>Skills (S)</b>	
<b>C. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. Note down all the details regarding different requirements, details of production, sale etc. SA2. Write in English and local language. SA3. Write memos, notices and other letters to various agencies SA4. Prepare reports/charts etc SA5. Prepare training manuals for workers/staff
	<b>Reading Skills</b>
The user/individual on the job needs to know and understand how to: SA6. Read periodicals, articles and informative writings on TSR, specification of raw material and products, market reports, etc in English and local language SA7. Read and understand various notifications/letters from regulatory agencies and government SA8. Read and understand relevant Acts and Rules and amendments thereof	
<b>Oral Communication (Listening and Speaking skills)</b>	

**Manage Post-Production and Other Activities**

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA9. Effectively listen and speak with workers, staff, management and clients</p> <p>SA9. Address management issues through effective oral communication.</p>
<p><b>D. Professional Skills</b></p>	<p><b>Decision Making</b></p>
	<p>The user/individual on the job needs to know and understand how to:-</p> <p>SB1. Take appropriate decisions in case of sudden change in market prices, problems arising out of labour unrest, unexpected break down of machinery etc.</p> <p>SB2. Take appropriate decisions regarding storage of material</p> <p>SB3. Take diplomatic decisions while handling labour and customer issues</p>
	<p><b>Plan and Organize</b></p>
	<p>The user/individual on the job needs to know and understand how to:-</p> <p>SB4. Plan marketing programmes taking into account material availability</p> <p>SB5. Arrange for timely sale of products to ensure maximum return from sales</p> <p>SB6. Plan for sale of product to domestic and foreign clients.</p>
	<p><b>Customer Centricity</b></p>
	<p>The user/individual on the job needs to know and understand how to:-</p> <p>SB7. Maintain good relation with all suppliers, purchasers and all other people related to the company</p>
	<p><b>Problem Solving</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Deal with market fluctuations and price variations affecting the sales of the product.</p> <p>SB9. Utilize unused components as early as possible.</p>
	<p><b>Analytical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Analyze market trends and schedule production programme and marketing for maximum profitability</p>
<p><b>Critical Thinking</b></p>	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Deal with issues affecting the functioning of the factory and take appropriate decisions and/or report to the management for guidance</p>	

## NOS Version Control

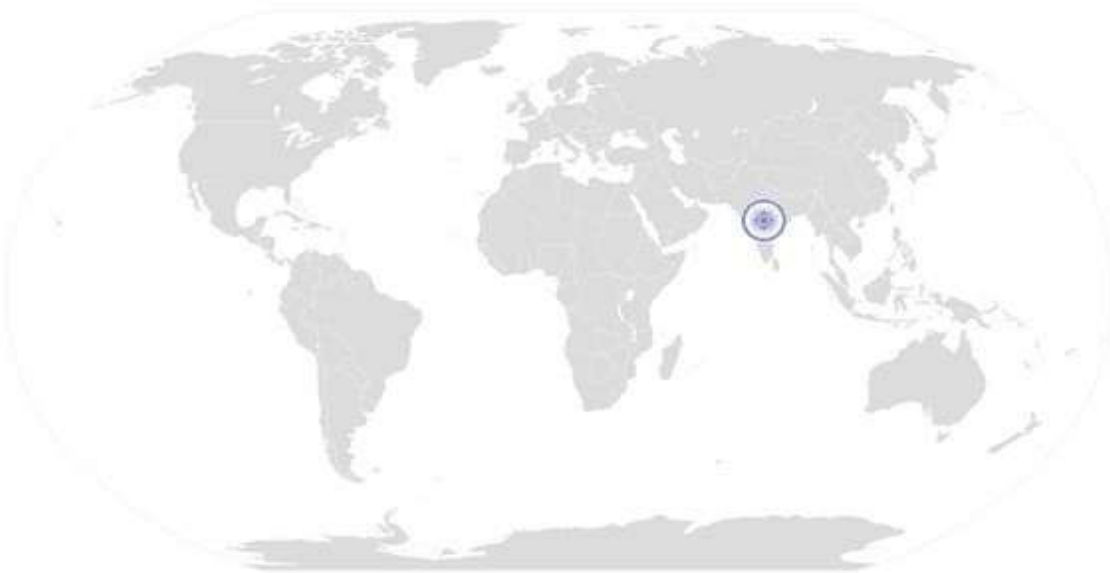
<b>NOS Code</b>	RSC / N 6118		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Rubber Industry	<b>Drafted on</b>	22/06/2015
<b>Industry Sub-sector</b>	NR Primary Processing - TSR	<b>Last reviewed on</b>	22/06/2015
<b>Occupation</b>	Production-NR	<b>Next review date</b>	22/06/2017





---

# National Occupational Standard



---

## Overview

This unit is about Health and Safety.

<b>Unit Code</b>	<b>RSC/N 5007</b>
<b>Unit Title (Task)</b>	<b>Health &amp; Safety</b>
<b>Description</b>	This unit is about maintaining health and safety of self and others at workplace.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Maintain a clean and efficient workplace</li> <li>• Render appropriate emergency procedures</li> <li>• Maintain standard safety procedures at the workplace</li> <li>• Participate in safety awareness campaigns</li> <li>• Understand potential sources of accidents</li> <li>• Use safety gears to avoid accidents</li> </ul>
<b>Performance Criteria (PC)</b>	
<b>Maintain a clean and efficient workplace</b>	<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>
<b>Render appropriate emergency procedures</b>	<p>PC11. Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency.</p> <p>PC12. Follow emergency procedures as per company standards and workplace requirements.</p> <p>PC13. Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements.</p> <p>PC14. Provide treatment appropriate to the patient's injuries in accordance with</p>

	<p>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 off medical waste in accordance with workplace requirements</p> <p>PC17. Report details of first aid administered in accordance with work place procedures.</p>
<b>Maintain standard safety procedures at the workplace</b>	<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>
<b>Participate in safety awareness campaigns</b>	<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>
<b>Understand potential sources of accidents</b>	<p>PC26. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment</p>
<b>Use safety gears to avoid accidents</b>	<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>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational context</b>	<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</p> <p>KA4. Company's medical policy</p> <p>KA5. Company laws and acts</p>
	<p>KB1. The risks to health and safety and the measures to be taken to control those risks in the area of work</p>

<p><b>B. Technical knowledge</b></p>	<p>KB2. Workplace procedures and requirements for the handling of workplace injuries / illnesses.</p> <p>KB3. Basic emergency first aid procedure</p> <p>KB4. Local emergency services</p> <p>KB5. Reporting on accidents, incidents and problems to appropriate authorities.</p> <p>KB6. How to use machines as per standard operating procedure</p> <p>KB7. How to maintain work area safe and secure</p> <p>KB8. Use of hazardous materials, tools and equipments</p> <p>KB9. Emergency evacuation and first aid procedures to be followed</p> <p>KB10. Personal hygiene and fitness requirements</p> <p>KB11. General duties under the relevant health and safety legislation</p> <p>KB12. What personal protective equipment and clothing should be worn and how it is cared for</p> <p>KB13. The correct and safe way to use materials and equipment required for work</p> <p>KB14. The importance of good housekeeping in the workplace</p> <p>KB15. Safe disposal methods for waste</p> <p>KB16. Methods for minimizing environmental damage during work</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The individual on the job needs to know and understand how to:</p> <p>SA1. Record data which are required for record keeping purpose</p> <p>SA2. Report problems to the appropriate person in a timely manner</p> <p>SA3. Write descriptions and details about incidents in reports</p> <p><b>Reading Skills</b></p> <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> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <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>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p> <p>The individual on the job needs to know and understand how to:</p> <p>SB1. Choose work procedures</p> <p>SB2. Select appropriate hand tools and personal protection devices considering safety requirements, materials being used etc.</p> <p>SB3. Identify the need for first aid and render it accordingly</p> <p><b>Plan and Organize</b></p> <p>The individual on the job needs to know and understand how to:</p>

	SB4. Schedule daily activities and drawing up priorities; Allocate start times, estimation of completion times and materials, equipment and assistance required for completion.
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	The individual on the job needs to know and understand how to: SB5. Use first aid treatment in case of any injury/accident.
	<b>Analytical Thinking</b>
	SB6. Monitor and maintain the condition of tools and equipment SB7. Assess situation & identify appropriate control measures
	<b>Critical Thinking</b>
The individual on the job needs to know and understand how to: SB8. Act, communicate and report in emergency situation	



## NOS Version Control

<b>NOS Code</b>	RSC / N 5007		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Rubber Industry	<b>Drafted on</b>	22/06/2015
<b>Industry Sub-sector</b>	NR Primary Processing - TSR	<b>Last reviewed on</b>	22/06/2015
<b>Occupation</b>	Production-NR	<b>Next review date</b>	22/06/2017

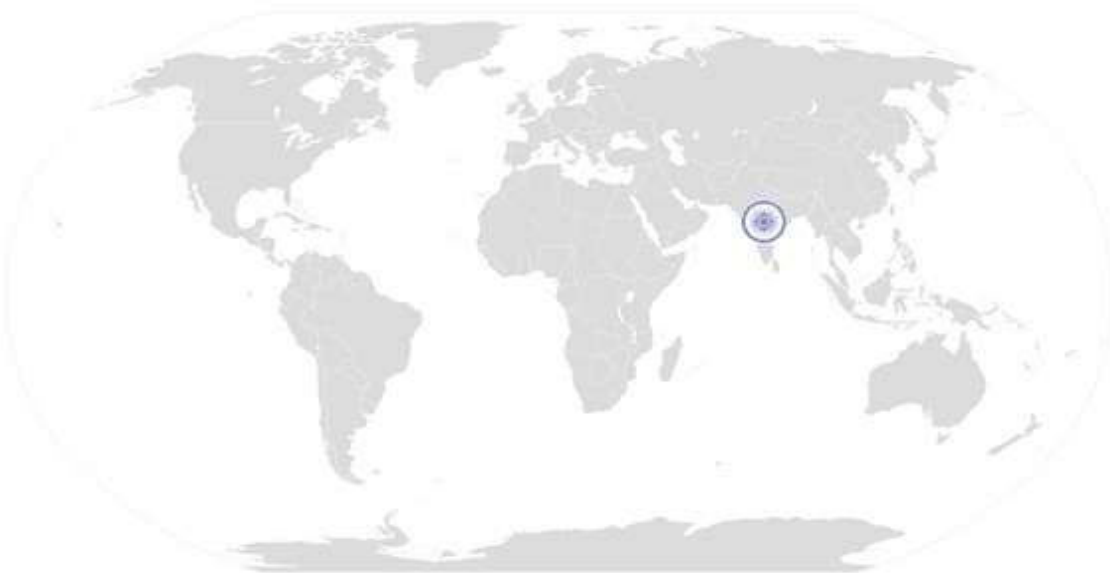




---

---

# National Occupational Standard



---

## Overview

This unit is about Human Resource Management and Welfare.

<b>Unit Code</b>	<b>RSC/N 5009</b>
<b>Unit Title (Task)</b>	<b>Human Resource Management and Welfare</b>
<b>Description</b>	This unit is about Human Resource Management and Welfare.
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Proficiency in -</p> <ul style="list-style-type: none"> <li>• Basic management functions- planning, organizing, staffing, leading and controlling</li> <li>• Conflict management/ problem solving</li> <li>• Human resource planning</li> <li>• Human resource management</li> <li>• Human resource development</li> <li>• Implementing welfare programmes</li> </ul>
<b>Performance Criteria(PC)</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Basic Management Functions</b>	<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>
<b>Conflict Management/ Problem solving</b>	<p>PC6. Identify the conflict/problem  PC7. Diagnose the reason  PC8. Develop solutions  PC9. Implement and review</p>
<b>Human Resource Planning &amp; Management</b>	<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>
<b>Human Resource Development</b>	<p>PC13. Assess training need for skill development  PC14. Organize suitable training programmes for skill development/capacity building</p>

### Human Resource Management and welfare

<b>Implement welfare programmes</b>	<p>PC15. Implement EPF for workers</p> <p>PC16. Implement Group insurance schemes and health insurance</p> <p>PC17. Implement production linked incentive/bonus schemes</p> <p>PC18. Implement Housing and related welfare measures</p> <p>PC19. Implement provisions of rest room, recreational facilities etc as per relevant rules</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Management functions to achieve the envisaged target</p> <p>KA2. Importance of Human Resource Planning, Management and Development</p> <p>KA3. Role of workers in overall performance and achievements</p> <p>KA4. Importance of motivation through welfare programmes</p> <p>KA5. HR policies of the management</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Basic management functions and theories and their implementation</p> <p>KB2. Labour Act and rules, welfare schemes etc</p> <p>KB3. Insurance schemes</p> <p>KB4. EPF and other service rules</p>
<b>Skills (S) (Optional)</b>	
<b>C. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Express ideas clearly through written documents</p> <p>SA2. Prepare letters, mails and other documents for communication</p> <p>SA3. Prepare proposals, feed back to higher authorities</p> <p>SA4. Correspond with other institutions/department</p>
	<b>Reading Skills</b>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand the contents published in manuals, newspaper and other publications</p> <p>SA6. Read, understand and interpret various rules, schemes etc</p> <p>SA7. Read and understand images, graphs, charts, diagrams etc</p>	
	<b>Oral Communication (Listening and Speaking skills)</b>

## Human Resource Management and welfare

	<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>
<p><b>D. Professional Skills</b></p>	<p><b>Decision Making</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Arrive at proper decisions according to various situations</p>
	<p><b>Plan and Organize</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Plan the seasonal activities on priority basis SB3. Fix the task and allotment SB4. Assign tasks to suitable persons SB5. Motivate them for better output and time bound completion of tasks SB6. Monitor the progress</p>
	<p><b>Customer Centricity</b></p>
	<p>NA</p>
	<p><b>Problem Solving</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Solve labour problems SB8. Solve problems related to productivity of workers SB9. Solve problems among colleagues SB10. Diagnose problems and nip in the bud stage itself</p>
	<p><b>Analytical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Suggest improvement over the quality assurance programmes and activities currently practiced.</p>
<p><b>Critical Thinking</b></p>	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. Take appropriate action/seek expert opinion to overcome critical situations</p>	

## NOS Version Control

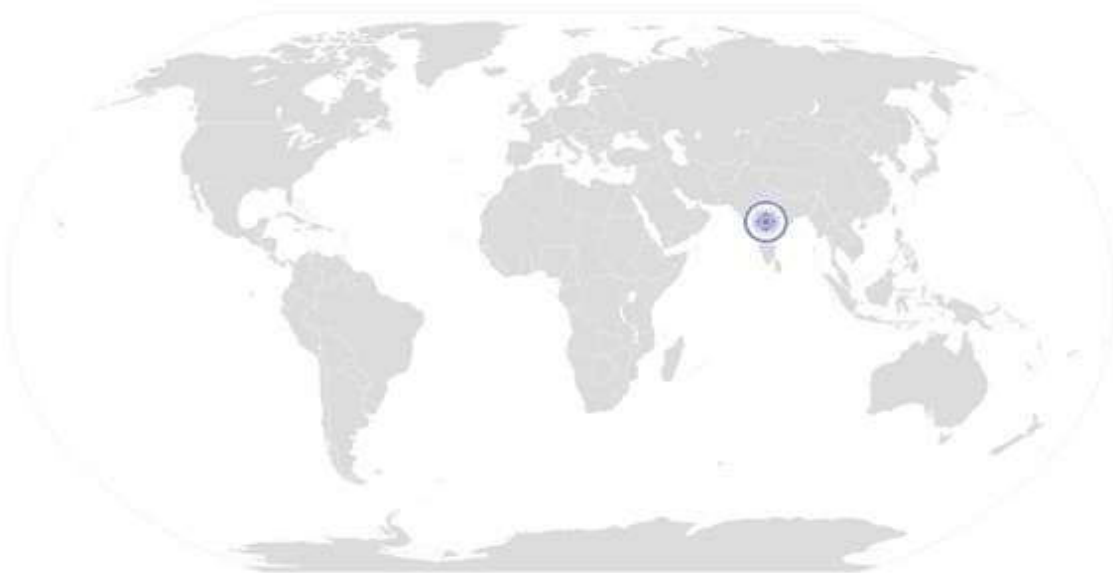
<b>NOS Code</b>	RSC / N 5009		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Rubber Industry	<b>Drafted on</b>	22/06/2015
<b>Industry Sub-sector</b>	NR Primary Processing - TSR	<b>Last reviewed on</b>	22/06/2015
<b>Occupation</b>	Production-NR	<b>Next review date</b>	22/06/2017



---

---

# National Occupational Standard



---

## Overview

This unit is about reporting and documentation.



<b>Unit Code</b>	RSC / N 5002
<b>Unit Title (Task)</b>	To carry out reporting and documentation
<b>Description</b>	This unit is about carrying out reporting and documentation
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Reporting of data/problem/incidents etc</li> <li>• Documentation</li> <li>• Information Security</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Reporting</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Report data/problems/incidents as applicable in a timely manner</p> <p>PC2. Report to the appropriate authority as laid down by the company</p> <p>PC3. Follow reporting procedures as prescribed by the company</p>
<b>Recording and Documentation</b>	<p>PC4. Identify documentation to be completed relating to one's role</p> <p>PC5. Record details accurately in appropriate format</p> <p>PC6. Complete all documentation within stipulated time according to company procedure</p> <p>PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly</p> <p>PC8. Make sure documents are available to all appropriate authorities to inspect</p>
<b>Information Security</b>	<p>PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures</p> <p>PC10. Inform the appropriate authority of requests for information received</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different methods of recording information</p> <p>KB2. Various documents that need to be maintained</p> <p>KB3. Company procedure for filling/maintaining up the documents</p> <p>KB4. Procedures for reporting to the appropriate authority</p> <p>KB5. Procedures for recording damage, breakages etc</p> <p>KB6. Reporting incidents where standard operating procedures are not followed</p> <p>KB7. The importance of complete and accurate documentation</p> <p>KB8. How to maintain complete documentation accurately and within agreed timescales</p>

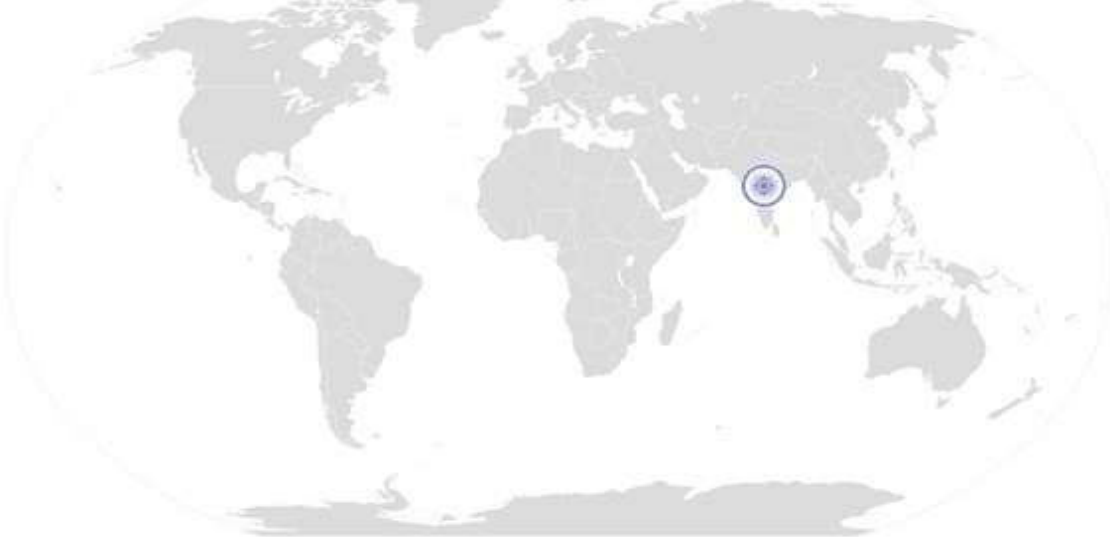
	<p>KB9. The importance of ensuring that the documents are correct</p> <p>KB10. The actions to be taken if the documents are not correct</p> <p>KB11. The importance of maintaining the security and confidentiality of recorded information</p> <p>KB12. Procedures to maintain confidentiality of information</p> <p>KB13. The appropriate method for responding to requests for information</p> <p>KB14. The reporting procedures to followed before disclosing information to any outside party</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p>
	<b>Reading Skills</b>
	<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>
	<b>Oral Communication (Listening and Speaking skills)</b>
<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 the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>	
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Arrive at proper decisions according to various situations</p>
	<b>Plan and Organize</b>

**To carry out reporting and documentation**

	The user/individual on the job needs to know and understand how to: SB2. Plan the seasonal activities on priority basis SB3. Fix the task and allotment SB4. Assign tasks to suitable persons SB5. Motivate them for better output and time bound completion of tasks SB6. Monitor the progress
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to SB7. Solve labour problems SB8. Solve problems related to productivity of workers SB9. Solve problems among colleagues SB10. Diagnose problems and nip in the bud stage itself
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB11. Suggest improvement over the quality assurance programmes and activities currently practiced.
	<b>Critical Thinking</b>
The user/individual on the job needs to know and understand how to: SB12. Take appropriate action/seek expert opinion to overcome critical situations	

## NOS Version Control

<b>NOS Code</b>	RSC / N 5002		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Rubber Industry	<b>Drafted on</b>	22/06/2015
<b>Industry Sub-sector</b>	NR Primary Processing - TSR	<b>Last reviewed on</b>	22/06/2015
<b>Occupation</b>	Production-NR	<b>Next review date</b>	22/06/2017

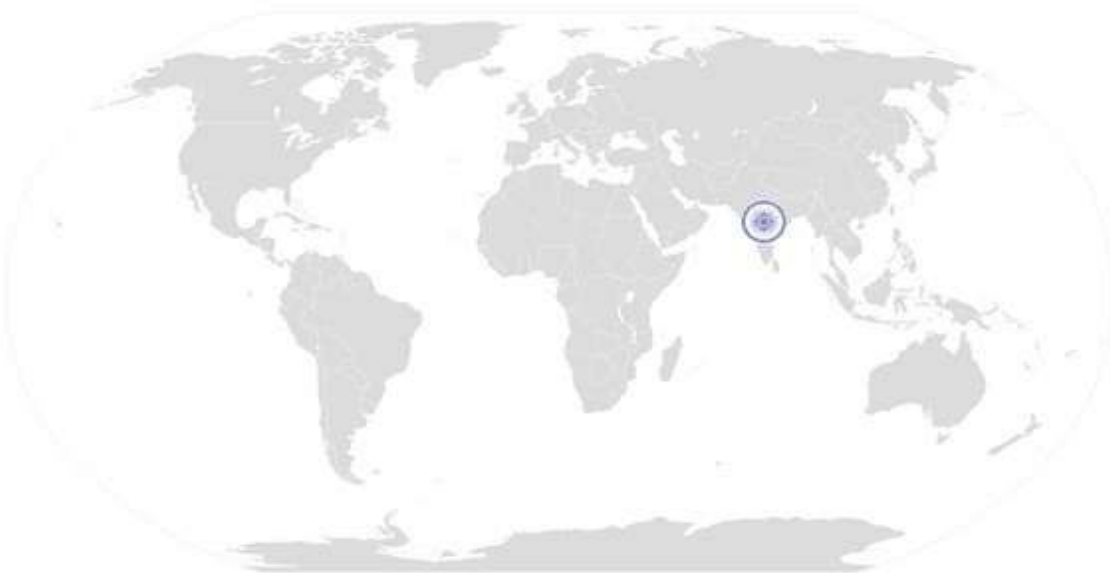


[Back to QP](#)

---

---

# National Occupational Standard



---

## Overview

This unit is about carrying out quality checks.

<b>Unit Code</b>	<b>RSC / N 5003</b>
<b>Unit Title (Task)</b>	<b>To carry out quality checks</b>
<b>Description</b>	This unit is about carrying out quality control activities
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Carrying out quality checks to identify problems</li> <li>• Take corrective actions</li> <li>• Reporting the results</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Inspection</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure that total range of checks are regularly and consistently performed</p> <p>PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required</p>
<b>Analysis</b>	<p>PC3. Identify non-conformities to quality assurance standards</p> <p>PC4. Identify potential causes of non-conformities to quality assurance standards</p> <p>PC5. Identify impact on final product due to non-conformance to company standards</p> <p>PC6. Evaluating the need for action to ensure that problems do not recur</p> <p>PC7. Suggest corrective action to address problem</p> <p>PC8. Review effectiveness of corrective action</p>
<b>Reporting</b>	<p>PC9. Interpret the results of the quality check correctly</p> <p>PC10. Take up results of the findings with QC in charge/appropriate authority.</p> <p>PC11. Take up the results of the findings within stipulated time</p> <p>PC12. Record of results of action taken</p> <p>PC13. Record adjustments not covered by established procedures for future reference</p> <p>PC14. Review effectiveness of action taken</p> <p>PC15. Follow reporting procedures where the cause of defect cannot be identified</p>
<b>Knowledge and Understanding (K)</b>	
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The importance of quality control procedures</p>

	<p>KB2. Relevance and importance of activities and how they contribute to the achievement of the quality objectives,</p> <p>KB3. Proper procedure for selecting the material/product and performing quality checks without affecting the material</p> <p>KB4. Availability of work instructions, as necessary,</p> <p>KB5. Characteristics of the product/material</p> <p>KB6. Use of suitable equipment</p> <p>KB7. Availability and use of monitoring and measuring devices,</p> <p>KB8. Requirements of records</p> <p>KB9. Importance of maintaining accurate up-to-date records</p> <p>KB10. The need to report within the stipulated time</p> <p>KB11. Implications of inaccurate measuring and testing instruments and equipment</p> <p>KB12. The cost of non-conformance to quality standards</p> <p>KB13. Implications (impact on internal/external customers) of defective products, materials or components</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p>
	<b>Reading Skills</b>
	<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>
	<b>Oral Communication (Listening and Speaking skills)</b>
<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 the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>	



<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. Arrive at proper decisions according to various situations
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB2. Plan the seasonal activities on priority basis SB3. Fix the task and allotment SB4. Assign tasks to suitable persons SB5. Motivate them for better output and time bound completion of tasks SB6. Monitor the progress
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB7. Solve labour problems SB8. Solve problems related to productivity of workers SB9. Solve problems among colleagues SB10. Diagnose problems and nip in the bud stage itself
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB11. Suggest improvement over the quality assurance programmes and activities currently practiced.
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB12. Take appropriate action/seek expert opinion to overcome critical situations	

## NOS Version Control

<b>NOS Code</b>	RSC / N 5003		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Rubber Industry	<b>Drafted on</b>	22/06/2015
<b>Industry Sub-sector</b>	NR Primary Processing - TSR	<b>Last reviewed on</b>	22/06/2015
<b>Occupation</b>	Production-NR	<b>Next review date</b>	22/06/2017



## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role** Factory Manager-TSR  
**Qualification Pack** RSC/ Q 6112  
**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	Element	Performance Criteria	Total	Theory	Practical
<b>1. RSC/N 6116 Manage pre-</b>	Pre-Production Management	PC1. Design the factory for most efficient production	6	4	2
		PC2. Select the right type of equipment/machinery	5	3	2
		PC3. Organize procurement of equipment/machinery and other raw	5	3	2

<b>production activities</b>		materials and inputs				
		PC4. Arrange for the installation and commissioning of machinery and trial production	8	6	2	
		PC5. Carry out production planning and prepare production schedules	4	2	2	
		PC6. Organize quality management and control systems	4	2	2	
		PC7. Organize environment management systems	4	2	2	
		PC8. Organize repair/maintenance of equipment/machinery	5	3	2	
	Equipment readiness	PC9. Ensure that the machine, working table and tools are clean.	5	3	2	
		PC10. Follow equipment preparation process as per company requirements	6	4	2	
		PC11. Set parameters for the machine (temperature and other parameters) as per the organizational SOP.	7	3	4	
		PC12. Ensure that all safety devices on the machine are properly functioning before start of the work.	4	2	2	
		PC13. Ensure that no delays are caused as a result of improper preparation and failure to identify problems.	4	2	2	
	Raw material appropriateness	PC14. Collect the required quantity of components for commencing production operation as per the schedule.	7	5	2	
		PC15. Ensure that all the components required are as per the required quality specifications.	7	5	2	
	Cleanliness & Safety	PC16. Ensure cleanliness in the work area	7	5	2	
		PC17. Ensure the use of certified equipments for lifting the components	4	2	2	
		PC18. Adhere to all safety norms (such as wearing protective gloves and mask).	4	2	2	
		PC19. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	4	2	2	
			<b>100</b>	<b>60</b>	<b>40</b>	
	<b>2. RSC/ N 6117 Manage production</b>	Production management	PC1. Check each component with respect to the given specifications	8	5	3
			PC2. Loading sequence to be strictly followed as per instructions /SOP.	9	5	4
PC3. Ensure the processing of material as per the SOP			7	4	3	

<b>operation</b>		PC4. Monitor the functioning of machine with respect to the various parameters.	9	5	4	
		PC5. Inspect the prepared product carefully	6	4	2	
		PC6. Ensure that produced product is as per the customer requirement.	8	5	3	
	Raw Material and Utilities		PC7. Ensure the optimal use of raw material during production process.	8	5	3
			PC8. Ensure proper utilization of utilities as per production target.	8	5	3
			PC9. Ensure proper waste disposal as per the company SOP.	8	5	3
	Record Maintenance		PC10. Ensure all the production details are properly recorded in the forms/formats/log books/computers	9	5	4
			PC11. Update the production sheet with the details of prepared material and record down time with details on reasons, time from to end and mention action taken to solve the down time	10	6	4
			PC12. Complete paper /computer documents and ensure their traceability in all respect.	10	6	4
				<b>100</b>	<b>60</b>	<b>40</b>
	<b>3. RSC/ N 6118 Manage post-production and other activities</b>	Product Identification and storage	PC1. Ensure identification and traceability by marking/coding for the right product as per the instructions laid down by the company (in terms of batch number, grade and date stamp).	6	4	2
			PC2. Ensure proper storage of the prepared product	6	4	2
PC3. Ensure marking of the product as per the customer's order for facilitating dispatch.			5	3	2	
Handling of unused components		PC4. Send the unused components at designated place.	7	4	3	
		PC5. Record the details of unused material for its use in the production process in next shift.	7	4	3	
Sale of the product		PC6. Keep a track of market developments for TSR	8	5	3	
		PC7. Participate in formulating promotional strategies for TSR	8	5	3	
		PC8. Understand the sales procedures	8	5	3	
		PC9. Maintain good rapport with the customers	8	5	3	
		PC10. Understand export procedures for TSR	8	5	3	
Accounts		PC11. Inform the accounts head for requirement of raw material and sale of finished product in timely and proper manner	8	5	3	

		PC12. Maintain updated information on receipts and payments	5	3	2
	Computer Application	PC13. Operate computers for checking and maintaining records for performing management activities	8	4	4
		PC14. Use computers for correspondence with customers and vendors.	8	4	4
			<b>100</b>	<b>60</b>	<b>40</b>
<b>4. RSC/N 5009 Human Resource Management &amp; Welfare</b>	Basic Management Functions	PC1. Decide on the plans and take necessary steps to achieve the objectives	5	3	2
		PC2. Assign tasks and allocate resources to individuals	6	4	2
		PC3. Determine the manpower requirements and decide their placement.	5	3	2
		PC4. Motivate and lead the staff for timely achievements of the goals.	7	4	3
		PC5. Regularly monitor the progress of work	5	3	2
	Conflict Management/ Problem solving	PC6. Identify the conflict/problem	5	3	2
		PC7. Diagnose the reason	5	3	2
		PC8. Develop solutions	5	3	2
		PC9. Implement and review	5	3	2
	Human Resource Planning & Management	PC10. Place right type of people in right number at the right place	5	3	2
		PC11. Motivate the staff to increase turn over and improve quality	5	3	2
		PC12. Performance appraisal for human resource development	5	3	2
	Human Resource Development	PC13. Assess training need for skill development	5	3	2
		PC14. Organize suitable training programmes for skill development/capacity building	7	4	3
	Implement welfare programmes	PC15. Implement EPF for workers	5	3	2
		PC16. Implement Group insurance schemes and health insurance	5	3	2
		PC17. Implement production linked incentive/bonus schemes	5	3	2
		PC18. Implement Housing and related welfare measures	5	3	2
		PC19. Implement provisions of rest room, recreational facilities etc as per relevant rules	5	3	2
			<b>100</b>	<b>60</b>	<b>40</b>
<b>5. RSC/N 5011 Health &amp;</b>	Maintain a clean and	PC1. Undertake basic safety checks before operation of all machinery and equipment and report hazards to the appropriate supervisor	3	2	1

<b>Safety</b>	efficient workplace Maintain a clean and efficient workplace	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.	3	2	1
		PC3. Read and understand the hazards of use and contamination mentioned on the labels of chemicals, utilities etc	4	2	2
		PC4. Prior to performing manual handling jobs, risk is assessed and work is carried out according to currently recommended safe practices.	4	2	2
		PC5. Use equipment and materials safely and correctly and return the same to designated storage when not in use	3	2	1
		PC6. Dispose off waste safely and correctly in a designated area	3	2	1
		PC7. Risks to bystanders are recognized and action taken to reduce risk associated with jobs in the workplace	3	2	1
		PC8. Perform work in a manner which minimizes environmental damage	3	2	1
		PC9. All procedures and work instructions for controlling risk are followed closely.	3	2	1
		PC10. Report any accidents, incidents or problems without delay to an appropriate person and take immediate necessary action to reduce further danger.	4	2	2
	Render appropriate emergency procedures	PC11. Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency.	3	2	1
		PC12. Follow emergency procedures as per company standards and workplace requirements.	3	2	1
		PC13. Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements.	3	2	1
		PC14. Provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques.	4	2	2
		PC15. Recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate	4	2	2
		PC16. Dispose off medical waste in accordance with workplace requirements	3	2	1
		PC17. Report details of first aid administered in accordance with work place procedures.	5	3	2
	Maintain	PC18. Comply with general safety procedures of the company	4	3	1



	standard safety procedures at the workplace	PC19. Follow standard safety procedures while handling equipment, hazardous material or tool	4	3	1
		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.	4	2	2
		PC21. Ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure	3	2	1
		PC22. Keep the workplace organized, swept, clean and hazard free	5	3	2
	Participate in safety awareness campaigns	PC23. Attend fire drills and other safety related workshops organized at the workplace	4	2	2
		PC24. Be aware of first aid, evacuation and emergency procedures	3	2	1
		PC25. Be alert of any events and do not be negligent to any safety procedures to be followed	4	2	2
	Understand potential sources of accidents	PC26. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment	4	2	2
	Use safety gears to avoid accidents	PC27. Use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace)	4	2	2
		PC28. Handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders	3	2	1
			<b>100</b>	<b>60</b>	<b>40</b>
<b>6. RSC/ N 5002 To carry out reporting and documentation</b>	Reporting	PC1. Report data/problems/incidents as applicable in a timely manner	10	7	3
		PC2. Report to the appropriate authority as laid down by the company	10	6	4
		PC3. Follow reporting procedures as prescribed by the company	10	7	3
	Recording and Documentation	PC4. Identify documentation to be completed relating to one's role	10	6	4
		PC5. Record details accurately an appropriate format	10	6	4
		PC6. Complete all documentation within stipulated time according to company procedure	10	6	4
		PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly	10	5	5

		PC8. Make sure documents are available to all appropriate authorities to inspect	10	5	5
	Information Security	PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures	10	6	4
		PC10. Inform the appropriate authority of requests for information received	10	6	4
			<b>100</b>	<b>60</b>	<b>40</b>
<b>7. RSC/ N 5003 To carry out quality checks</b>	Inspection	PC1. Ensure that total range of checks are regularly and consistently performed	7	4	3
		PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required	7	4	3
	Analysis	PC3. Identify non-conformities to quality assurance standards	7	4	3
		PC4. Identify potential causes of non-conformities to quality assurance standards	7	4	3
		PC5. Identify impact on final product due to non-conformance to company standards	7	4	3
		PC6. Evaluating the need for action to ensure that problems do not recur	7	4	3
		PC7. Suggest corrective action to address problem	7	4	3
		PC8. Review effectiveness of corrective action	7	4	3
	Reporting	PC9. Interpret the results of the quality check correctly	6	4	2
		PC10. Take up results of the findings with QC in charge/appropriate authority.	6	4	2
		PC11. Take up the results of the findings within stipulated time	6	4	2
		PC12. Record of results of action taken	7	4	3
		PC13. Record adjustments not covered by established procedures for future reference	6	4	2
		PC14. Review effectiveness of action taken	7	4	3
		PC15. Follow reporting procedures where the cause of defect cannot be identified	6	4	2
		<b>100</b>	<b>60</b>	<b>40</b>	