

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



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Introduction

Qualification Pack – Supervisor- TSR

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Natural Rubber (NR) Plantation

OCCUPATION: Production-NR

REFERENCE ID: RSC/ Q 6113

ALIGNED TO: NCO-2004/NIL

Brief Job Description: Supervisor is responsible for maintenance and repair of machinery and equipment including preventive maintenance. He should ensure that the entire plant and machinery work properly for the smooth running of the factory.

Personal Attributes: He should possess technical knowledge of maintaining and repairing all the machineries in the factory including ETP equipments and should have sufficient experience in the field. He shall also maintain cordial relations with workers and staff working with him. Safety of equipment and personnel shall also be a matter of concern for him.

Qualifications Pack for Supervisor-TSR

Job Details	Qualifications Pack Code	RSC/ Q 6113		
	Job Role	Supervisor- TSR		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Rubber Industry	Drafted on	06/01/15
	Sub-sector	Primary processing of NR - TSR	Last reviewed on	06/01/15
	Occupation	Production-NR	Next review date	05/01/17
	NSQC Clearance on	20/07/2015		

Job Role	Supervisor- TSR
Role Description	Supervisor is responsible for taking optimum production, through proper maintenance and repair of processing and ETP machinery, including preventive maintenance. He should ensure that the entire plant and machinery works properly for the smooth running of the factory.
NSQF level	5
Minimum Educational Qualifications*	Diploma in Electrical/Mechanical Engineering - Desirable
Maximum Educational Qualifications*	NA.
Training (Suggested but not mandatory)	Training in TSR processing operations from a reputed company/organization.
Minimum Job Entry Age	18 years
Experience	Minimum 1 year experience in TSR production.
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> RSC/N 6119 Overall maintenance of TSR machinery/equipment RSC/N 5007 Health & Safety RSC/N 5001 To carry out Housekeeping RSC/N 5009 Human Resource Management and welfare Optional: NA
Performance Criteria	As described in the relevant OS units

Qualifications Pack for Supervisor-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 the proper maintenance of all machineries and equipments in the TSR factory.

National Occupational Standard

Unit Code	RSC / N 6119
Unit Title (Task)	Overall maintenance of machinery/equipment
Description	This unit is about the maintenance and repair of processing machinery and equipment to ensure smooth running of the factory and maximum production at the minimum cost.
Scope	<p>This unit covers the following tasks:</p> <ul style="list-style-type: none"> • Installation and maintenance of all machinery in a TSR factory. • Ensure that the targeted production is achieved without having any major breakdown in the plant. • Arrange for periodic preventive maintenance of the plant and machinery.
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Installation and Maintenance of machinery	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Get the installation of different types of machinery done</p> <p>PC2. Identify technical problems in the running of machinery</p> <p>PC3. Undertake repair and servicing to solve the problems utilizing the services of workers/staff in the factory</p> <p>PC4. Arrange for outsourcing specialized services depending on the type of problems</p> <p>PC5. Ensure safety of equipment and personnel in the factory</p> <p>PC6. Advise management on replacement of old and worn out machines</p> <p>PC7. Conduct periodic energy auditing of the plant and take appropriate action to minimize energy consumption</p>
Production Supervision	<p>PC8. Select appropriate machinery for various processing operation in the factory</p> <p>PC9. Ensure the smooth running of the factory for maximum production at minimum cost</p> <p>P10. Ensure that the quality of production do not affected due to any problem in the processing operation</p> <p>PC11. Ensure cleanliness in the factory by arranging essential housekeeping work.</p>
Preventive Maintenance	PC10. Arrange for regular periodic preventive maintenance of plant and machinery
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Production capacity of the factory and suitability of the plant and</p>

Overall maintenance of machinery/equipment

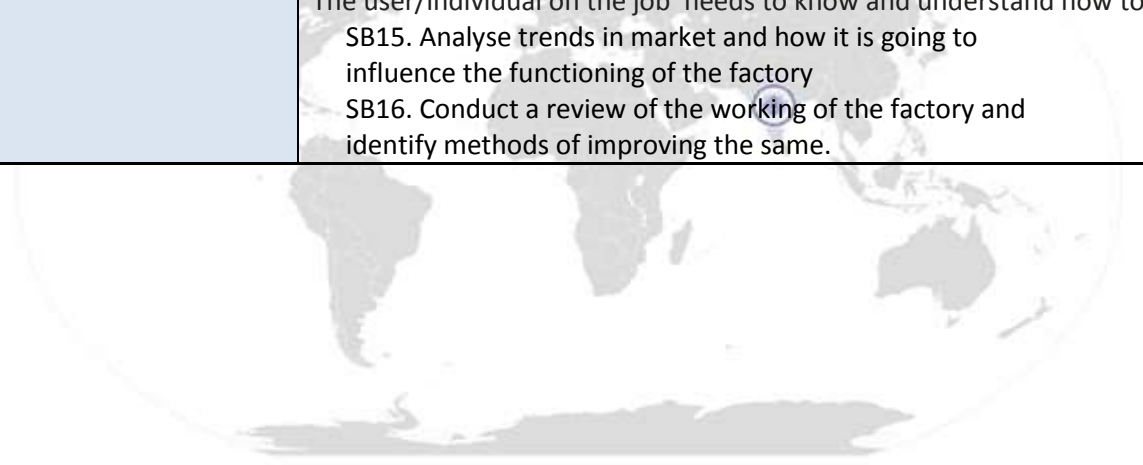
<p>company / organization and its processes)</p>	<p>machinery to achieve the same. KA2. Schedule of operation of each set of machine in the production process KA3. Manpower requirement for the operation of the machines and the availability of personnel under his command KA4. Company's policies on capacity utilization and quality of product KA5. Shift schedules in the factory and appropriate deployment of personnel in different shifts KA6. Reporting system in the factory KA7. Importance and procedure of recording observations on the functioning of machinery</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand: KB1. The processing techniques to produce maximum output with minimum wastage. KB2. The layout of the factory and modification of the same for improved production process KB3. The principles of functioning of every item of machinery and the electrical set up. KB4. Repair and maintenance of all items machinery and electrical installations KB5. The power rating of the machines and methods to minimize power consumption in the factory KB6. Energy auditing of the entire plant and machinery KB7. Communications with outside agencies for the repair and maintenance of machines KB8. Identification of technical problems in the machinery and techniques of overcoming the same. KB9. The installed capacity of each item of machinery and methods to enhance the same. KB10. The efficiency of each machine in carrying out the different processing operations KB11. The adjustments in the operation of the machines depending on the type and quality of the raw materials KB12. Methods of cleaning the machines after operation KB13. Selection of machinery for various processing operation in the factory KB14. Installation of different types of machinery</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to: SA1. Should be able to raise the shift logs, maintenance log books, and calculation of recovery details. SA2. Preparation of production reports</p>

Overall maintenance of machinery/equipment

	<p>SA3. Preparation of reports on the malfunctioning of machines. SA4. Correspondence with outside agencies on procurement and repair/maintenance of machinery.</p>
	<p>Reading Skills</p>
	<p>The user/individual on the job needs to know and understand: SA5. The periodicals, training manual on rubber processing, manuals of machinery, instructions on installation and repair and maintenance of machines with modern trends. SA6. Letters/quotations /invoices from different suppliers of machinery and raw materials SA7. Articles/papers on rubber processing SA8. Letters from clients on quality of products</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand how to: SA9. Be a good listener to any new information being introduced in his field. SA10. Communicate the latest trends and details of day to day progress to the workers /staff. SA11. Communicate with workers/staff, management and clients on various issues connected to supply of raw materials, product quality, problems in plant/machinery etc SA12. Communicate with workers/staff and management on different labour issues</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:- SB1. Take decision on processing details on the basis of available raw material so as to achieve maximum productivity. SB2. Arrange for repair and maintenance of machinery SB3. Take decisions on deployment of manpower under various circumstances SB3. Take appropriate decisions on processing operations to address customer complaints SB4. Take decisions during power breakdown</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to:- SB5. Plan the activities according to the production schedule. SB6. Organize preventive maintenance schedules SB7. Report the need for replacement of machines when such situations arise</p>
	<p>Customer Centricity</p>

Overall maintenance of machinery/equipment

	<p>The user/individual on the job needs to know and understand how to:- SB8. Address customer complaints on product delivery and quality issues</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to: SB9. Solve technical problems in machinery/equipment SB10. Solve labour disputes regarding shift schedules/overtime work etc SB11. Solve quality problems in products by making appropriate adjustments in processing and raw material usage</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to: SB12. Detect the defect –recovery ratio on each batch of raw material. SB13. Identify the causes for defective products and methods for solving the same SB14. Identify causes for malfunctioning of machinery</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to: SB15. Analyse trends in market and how it is going to influence the functioning of the factory SB16. Conduct a review of the working of the factory and identify methods of improving the same.</p>



NOS Version Control

NOS Code	RSC / N 6119		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber (NR) Plantation	Last reviewed on	22/06/2015
Occupation	Production-NR	Next review date	22/06/2016



National Occupational Standard



Overview

This unit is about Health and Safety.

Unit Code	RSC/N 5007
Unit Title (Task)	Health & Safety
Description	This unit is about maintaining health and safety of self and others at workplace.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Maintain a clean and efficient workplace • Render appropriate emergency procedures • Maintain standard safety procedures at the workplace • Participate in safety awareness campaigns • Understand potential sources of accidents • Use safety gears to avoid accidents
Performance Criteria (PC)	
Maintain a clean and efficient workplace	<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>
Render appropriate emergency procedures	<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 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>
Maintain standard safety procedures at the workplace	<p>PC18. Comply with general safety procedures of the company</p> <p>PC19. Follow standard safety procedures while handling equipment, hazardous material or tool</p> <p>PC20. Check parts of the workplace and take preventive actions like spraying and other steps to protect from leakages, water logging, pests, fire, pollution, etc.</p> <p>PC21. Ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure</p> <p>PC22. Keep the workplace organized, swept, clean and hazard free</p>
Participate in safety awareness campaigns	<p>PC23. Attend fire drills and other safety related workshops organized at the workplace</p> <p>PC24. Be aware of first aid, evacuation and emergency procedures</p> <p>PC25. Be alert of any events and do not be negligent to any safety procedures to be followed</p>
Understand potential sources of accidents	<p>PC26. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment</p>
Use safety gears to avoid accidents	<p>PC27. Use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace)</p> <p>PC28. Handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders</p>
Knowledge and Understanding (K)	
A. Organizational context	<p>The individual on the job needs to know and understand:</p> <p>KA1. Company's policies on incentives, delivery standards, and personnel management</p> <p>KA2. Company occupational safety and health policy followed</p> <p>KA3. Company emergency evacuation procedure</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</p>

<p>B. Technical knowledge</p>	<p>in the area of work</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>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</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>Reading Skills</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. Professional Skills</p>	<p>Oral Communication (Listening and Speaking skills)</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>Decision Making</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>Plan and Organize</p>	

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



NOS Version Control

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Industry	Rubber Industry	Drafted on	22/06/2015
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Occupation	Production-NR	Next review date	22/06/2016



National Occupational Standard



Overview

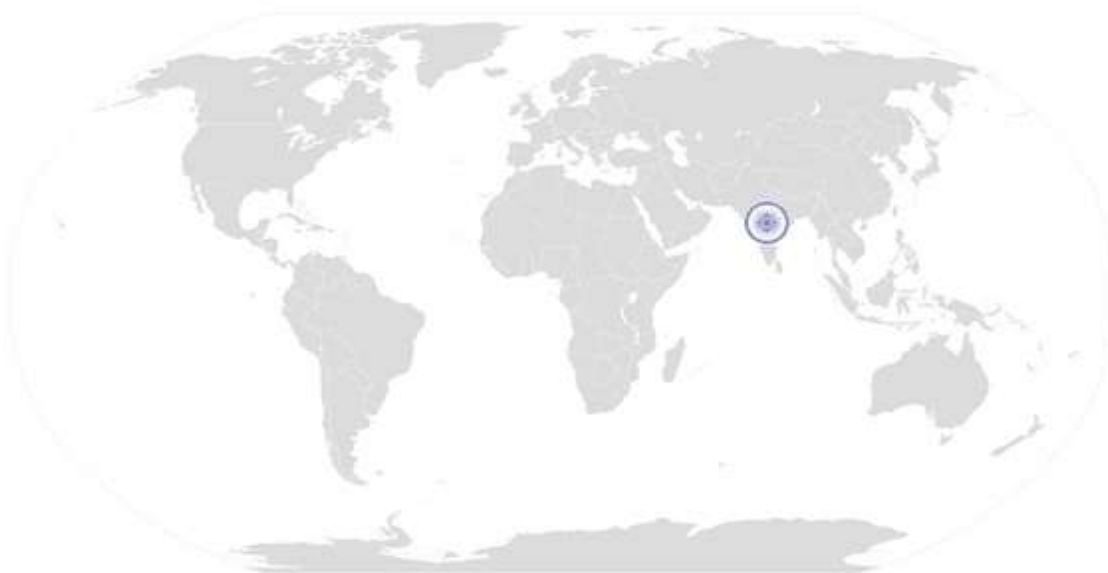
This unit is about carrying out Housekeeping

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

	<p>PC17. Maintain and store housekeeping equipment and supplies</p> <p>PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process</p> <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>
<p>General</p>	<p>PC23. Maintain schedules and records for housekeeping duty</p> <p>PC24. Replenish any necessary supplies or consumables</p>
<p>Knowledge and Understanding (K)</p>	
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The levels of hygiene required in workplace and why it is important to maintain them during work</p> <p>KB2. How to inspect a work area to decide what cleaning it needs</p> <p>KB3. Methods and materials that are used for cleaning various surfaces</p> <p>KB4. The types of cleansing agents that are not to be mixed together</p> <p>KB5. The correct method for cleaning equipment and/or machinery used during cleaning work</p> <p>KB6. The importance of personal protective equipment</p> <p>KB7. Appropriate personal protective equipment for the work area, cleaning equipment, tools, materials and chemicals used</p> <p>KB8. The correct sequence for cleaning the work area</p> <p>KB9. The time taken by the treatment to work</p> <p>KB10. The importance of following manufacturer's instructions on cleaning agents</p> <p>KB11. The most appropriate place to carry out test cleaning and why this should be done before applying treatments</p> <p>KB12. The importance of applying treatments evenly and the effect of not doing this</p> <p>KB13. Process of cleaning the surfaces without causing injury or damage</p> <p>KB14. The method to check the treated surface and equipment on completion of cleaning</p> <p>KB15. Procedures for 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>

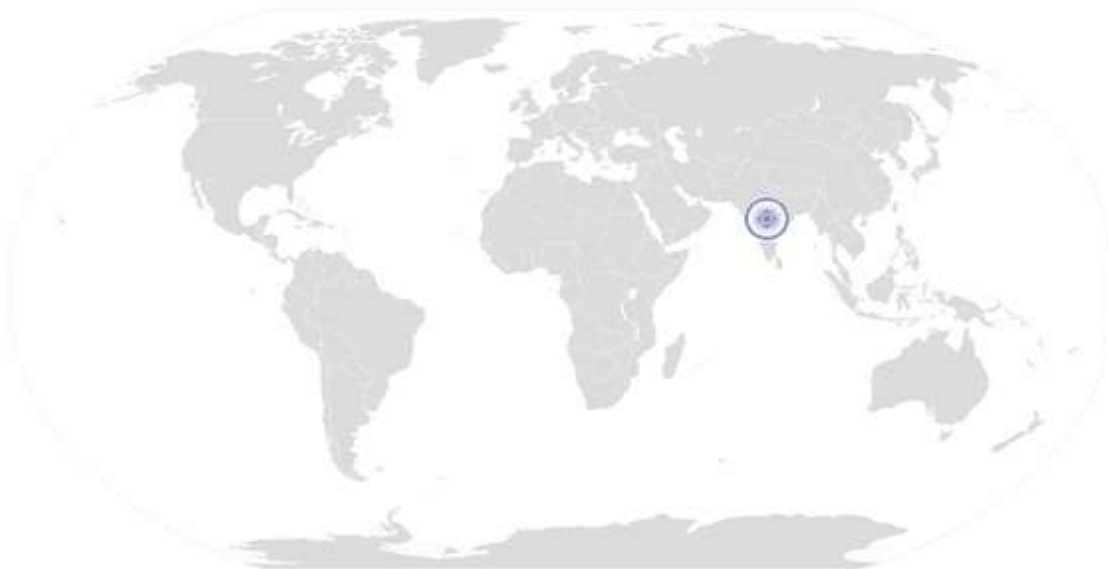
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional mathematical operations, including application of basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams SA7. Understand the various coding systems as per company norms
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA8. Express statements, opinions or information clearly so that others can hear and understand SA9. Respond appropriately to any queries SA10. Communicate with supervisor SA11. Communicate with upstream and downstream teams SA12. Work in a team and other behavioral skills required to support small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to SB1. Arrive at proper decision according to various situations.
	Plan and Organize
	The user/individual on the job needs to know and understand how to SB2. Maintain updated records with respect to different aspects dealing with labourers and organize those records for using them for ready reference.
	Customer Centricity
	NA
	Problem Solving

	The user/individual on the job needs to know and understand how to SB3. Use labour records to resolve issues between management and labourer.
	Analytical Thinking
	The user/individual on the job needs to know and understand how to SB4. Keep track of all incentive schemes offered by the government and inform the labourers accordingly to avail the benefit of the same.
	Critical Thinking
	The user/individual on the job needs to know and understand how to SB5. Use the details regarding the conduct during performance review.



NOS Version Control

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Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber Plantation	Last reviewed on	22/06/2015
Occupation	Production-NR	Next review date	22/06/2016



National Occupational Standard



Overview

This unit is about Human Resource Management and Welfare.

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

<p>Implement welfare programmes</p>	<p>PC15. Implement EPF for workers PC16. Implement Group insurance schemes and health insurance PC17. Implement production linked incentive/bonus schemes PC18. Implement Housing and related welfare measures PC19. Implement provisions of rest room, recreational facilities etc as per relevant rules</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Management functions to achieve the envisaged target KA2. Importance of Human Resource Planning, Management and Development KA3. Role of workers in overall performance and achievements KA4. Importance of motivation through welfare programmes KA5. HR policies of the management</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Basic management functions and theories and their implementation KB2. Labour Act and rules, welfare schemes etc KB3. Insurance schemes KB4. EPF and other service rules</p>
<p>Skills (S) (Optional)</p>	
<p>C. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Express ideas clearly through written documents SA2. Prepare letters, mails and other documents for communication SA3. Prepare proposals, feed back to higher authorities SA4. Correspond with other institutions/department</p>
	<p>Reading Skills</p>
<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 SA6. Read, understand and interpret various rules, schemes etc SA7. Read and understand images, graphs, charts, diagrams 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>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>
D. Professional Skills	Decision Making
	<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>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Plan the seasonal activates 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>
	Customer Centricity
	NA
	Problem Solving
	<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>
	Analytical Thinking
	<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>
Critical Thinking	
<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>	
	Motivation
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. Motivate team work</p>

NOS Version Control

NOS Code	RSS/ N 5009		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	06/01/15
Industry Subsector	Rubber Plantation (NR Production)	Last reviewed on	06/01/15
Occupation	Production	Next review date	05/01/17



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Supervisor- TSR
Qualification Pack RSC/ Q 6113
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	Description	Total	Theory	Practical
1. RSC/N 6113 Overall	Installation and	PC1. Get the installation of different types of machinery done	10	6	4

maintenance of machinery/equipment	Maintenance of machinery	PC2. Identify technical problems in the running of machinery	12	8	4
		PC3. Undertake repair and servicing to solve the problems utilizing the services of workers/staff in the factory	8	6	2
		PC4. Arrange for outsourcing specialized services depending on the type of problems	8	6	2
		PC5. Ensure safety of equipment and personnel in the factory	10	4	6
		PC6. Advise management on replacement of old and worn out machines	6	4	2
		PC7. Conduct periodic energy auditing of the plant and take appropriate action to minimize energy consumption	8	4	4
	Production Supervision	PC8. Select appropriate machinery for various processing operation in the factory	8	6	2
		PC9. Ensure the smooth running of the factory for maximum production at minimum cost	8	4	4
		PC10. Ensure that the quality of production do not affected due to any problem in the processing operation	8	4	4
		PC11. Ensure cleanliness in the factory by arranging essential housekeeping work.	6	2	4
	Preventive Maintenance	PC12. Arrange for regular periodic preventive maintenance of plant and machinery	8	6	2
			100	40	60
RSC / N 5007(Health &	Maintain a clean and	1. Undertake basic safety checks before operation of all machinery and equipment and report hazards to the appropriate supervisor	4	0	4

Safety)	efficient workplace	2. Work for which protective clothing or equipment is required is identified and the appropriate protective clothing or equipment is used in performing these duties in accordance with workplace policy	4	0	4
		3. Read and understand the hazards of use and contamination mentioned on the labels of chemicals, utilities etc.	4	4	0
		4. Prior to performing manual handling jobs, risk is assessed and work is carried out according to currently recommended safe practices	4	0	4
		5. Use equipment and materials safely and correctly and return the same to designated storage when not in use	4	0	4
		6. Dispose off waste safely and correctly in a designated area	4	0	4
		7. Risks to bystanders are recognized and action taken to reduce risk associated with jobs in the workplace	4	4	0
		8. Perform work in a manner which minimizes environmental damage	4	4	0
		9. All procedures and work instructions for controlling risk are followed closely.	4	0	4
		10. Report any accidents, incidents or problems without delay to an appropriate person and take immediate necessary action to reduce further danger.	4	4	0
		Render appropriate emergency procedures	11. Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency	8	0
	12. Follow emergency procedures to company standards and workplace requirements.		0	0	0
	13. Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements		4	4	0
	14. Provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques		4	0	4
	15. Recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate		0	0	0
	16. Dispose off medical waste in accordance with workplace requirements		4	0	4
	17. Report details of first aid administered in accordance with work place procedures.		4	0	4
	Maintain	18. Comply with general safety procedures of the company	0	0	0

	standard safety procedures at the workplace	19. Follow standard safety procedures while handling equipment, hazardous material or tool	8	4	4
		20. Check parts of the workplace and take preventive actions like spraying and other steps to protect from leakages, water logging, pests, fire, pollution, etc.	8	4	4
		21. Ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure	0	0	0
		22. Keep the workplace organized, swept, clean and hazard free	4	0	4
	Participate in safety awareness campaigns	23. Attend fire drills and other safety related workshops organized at the workplace	0	0	0
		24. Be aware of first aid, evacuation and emergency procedures	4	4	0
		25. 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	26. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment	0	0	0
	Use safety gears to avoid accidents	27. Use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace)	8	4	4
		28. Handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders	4	0	4
		100	36	64	
RSC/N5001 To Carry Out Housekeeping	Pre housekeeping activities	PC1. Inspect the area while taking into account various surfaces	3	3	0
		PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain	3	3	0
		PC3. Ensure that the cleaning equipment is in proper working condition	3	3	0
		PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person	3	3	0
		PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces	3	3	0
		PC6. Inform the affected people about the cleaning activity	2	2	0
		PC7. Display the appropriate signage for the work being conducted	3	3	0

		PC8. Ensure that there is adequate ventilation for the work being carried out	3	3	0	
		PC9. Wear the personal protective equipment required for the cleaning method and materials being used	3	3	0	
	Operations	PC10. Use the correct cleaning method for the work area, type of soiling and surface	3	3	0	
		PC11. Carry out cleaning activity without disturbing others	3	3	0	
		PC12. Deal with accidental damage, if any, caused while carrying out the work	3	3	0	
		PC13. Report to the appropriate person any difficulties in carrying out your work	3	3	0	
		PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill	3	3	0	
	Post housekeeping activities	PC15. Ensure that there is no oily substance on the floor to avoid slippage	9	3	6	
		PC16. Ensure that no scrap material is lying around	9	3	6	
		PC17. Maintain and store housekeeping equipment and supplies	3	3	0	
		PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process	3	3	0	
		PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements	8	2	6	
		PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored	3	3	0	
		PC21. Dispose the waste garnered from the activity in an appropriate manner	9	3	6	
		PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly	9	3	6	
	General	PC23. Maintain schedules and records for housekeeping duty	3	3	0	
		PC24. Replenish any necessary supplies or consumables	3	3	0	
	3. RSS/ N 5009 (Human Resource)	Basic Management Functions	PC1. Decide on the plans and take necessary steps to achieve the objectives	6	4	2
			PC2. Assign tasks and allocate resources to individuals	8	6	2

Management and welfare)		PC3. Determine the manpower requirements and decide their placement.	4	2	2	
		PC4. Motivate and lead the staff for timely achievements of the goals.	6	4	2	
		PC5. Regularly monitor the progress of work	6	4	2	
	Conflict Management/ Problem solving		PC6. Identify the conflict/problem	4	4	0
			PC7. Diagnose the reason	4	2	2
			PC8. Develop solutions	6	4	2
			PC9. Implement and review	6	4	2
	Human Resource Planning & Management		PC10. Place right type of people in right number at the right place	4	4	0
			PC11. Motivate the staff to increase turn over and improve quality	6	4	2
			PC12. Performance appraisal for human resource development	6	4	2
	Human Resource Development		PC13. Assess training need for skill development	6	4	2
			PC14. Organize suitable training programmes for skill development/capacity building	6	4	2
	Implement welfare programmes		PC15. Implement EPF for workers	4	4	0
			PC16. Implement Group insurance schemes and health insurance	4	2	2
			PC17. Implement production linked incentive/bonus schemes	4	4	0
			PC18. Implement Housing and related welfare measures	4	2	2
			PC19. Implement provisions of rest room, recreational facilities etc as per relevant rules	6	4	2
				100	70	30