

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR RUBBER INDUSTRY

What are Occupational Standards(OS)?

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

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Qualification Pack – Processing Assistant TSR

Introduction

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Natural Rubber (NR) Plantation

OCCUPATION: Production-NR

REFERENCE ID: RSC/ Q 6114

ALIGNED TO: NCO-2004/NIL

Brief Job Description: Processing Assistant is responsible for assisting all processing operations right from raw material reception to storage of product.

Personal Attributes: Processing Assistant should possess basic knowledge in the production processes of TSR including operation as well as essential work related to its maintenance and repair. He should have good physique to handle heavy machinery and amenable to discipline.

Qualification Pack for Processing Assistant TSR

Job Details

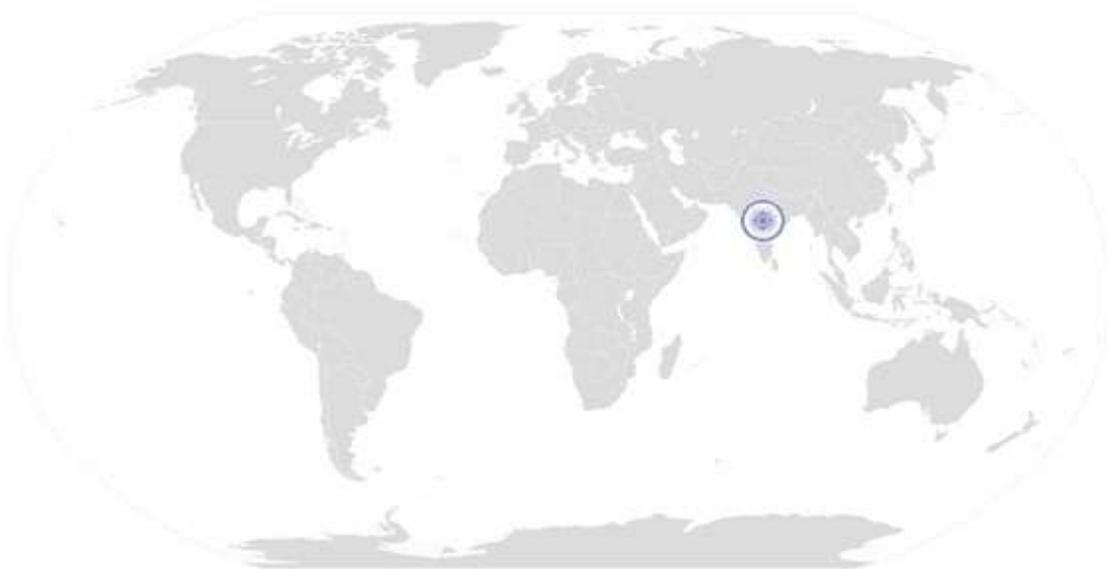
Qualifications Pack Code	RSC/ Q 6114		
Job Role	Processing Assistant TSR		
Credits(NSQF)	TBD	Version number	1.0
Sector	Rubber industry	Drafted on	22/06/2015
Sub-sector	Natural Rubber (NR) Plantation	Last reviewed on	22/06/2015
Occupation	Production-NR	Next review date	22/06/2017
NSQC Clearance on	20/07/2015		

Job Role	Processing Assistant TSR
Role Description	Processing Assistant is responsible for assisting all processing operations right from raw material reception to storage of product.
NSQF level	3
Minimum Educational Qualifications*	Shall be able to speak, read/write in the local language.
Maximum Educational Qualifications*	NA.
Training (Suggested but not mandatory)	Training in machinery operation from an approved/recognized organization
Minimum Job Entry Age	18 years
Experience	Not essential
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> RSC / N 6120 Field Coagulum Processing RSC / N 5001 To carry out housekeeping RSC / N 5007 Health and safety Optional: NA
Performance Criteria	As described in the relevant OS units

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 assisting processing operations in a TSR factory.

Unit Code	RSC / N 6120
Unit Title (Task)	Field Coagulum Processing
Description	This unit is about assisting processing operations in a TSR factory.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Equipment and raw material readiness • Operation assistance in working of different processing machines to achieve the production targets ensuring the specified quality standards avoiding wastage and minimizing consumption of energy and other utilities. • Repair and maintenance
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Equipment and Raw Material Readiness	<p>To be competent, he must be able to:</p> <p>PC1. Follow equipment preparation process as per instructions</p> <p>PC2. Ensure the cleanliness of machine before commencing the processing operation.</p> <p>PC3. Ensure that no delays are caused as a result of improper preparation</p> <p>PC4. Perform loading and unloading of raw material properly</p> <p>PC5. Ensure the availability of raw material as per the production requirement.</p>
Operational Assistance	<p>PC6. Assist in providing the tools and equipments required during processing operation</p> <p>PC7. Follow the instructions of the operators, supervisors etc. to assist in varied jobs for processing operations</p> <p>PC8. Report on any malfunctioning of equipment to the concerned person</p> <p>PC9. Ensure cleanliness in the workplace by carrying out periodic housekeeping work</p> <p>PC10. Ensure minimum wastage of materials and utilities.</p> <p>PC11. Help in the process of sorting, grading, packaging and storage whenever and wherever required</p> <p>PC12. Help in the movement of products and documents from one section to another</p> <p>PC13. Dispose off waste material as directed by the supervisor</p>
Repair and Maintenance	<p>PC15. Help in maintenance of the machines</p> <p>PC16. Help in the repair work</p> <p>PC17. Carry tools and equipments for the maintenance work</p>

Field Coagulum Processing

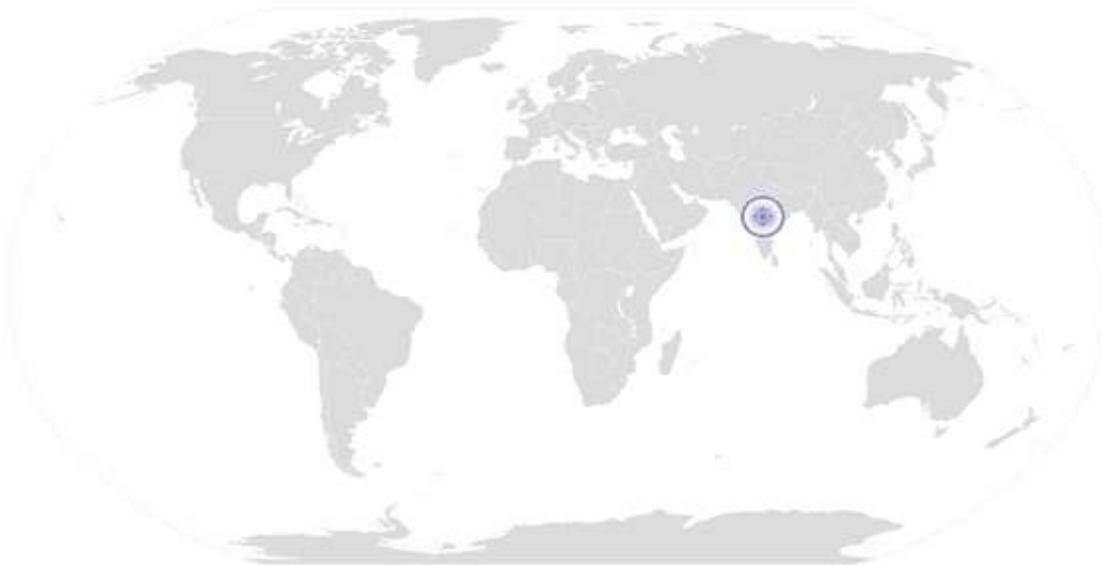
Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KA1. The different processing operations followed in the factory KA2. The quality policies of the factory and instructions from the management regarding quality of product being made KA3. The reporting system in the factory KA4. The type and quality of raw materials available in the factory KA5. The targeted volume and quality of production in the factory KA6. The working conditions of various items of machinery in the factory KA7. Loading/unloading operation and the importance of proper material handling KA8. Implications of improper loading/unloading of material on cost and pace of production. KA9. The material disposal procedure, importance of appropriate disposal of material and implications of not following the material disposal procedure. KA10. How to conduct quality and damage checks and their importance. KA11. The escalation matrix for reporting identified issues. KA12. Importance of housekeeping and good shop floor practices KA13. Handover/Takeover of the equipment/material as per organizational SOP.
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. The basic processing operations for producing good quality TSR. KB2. The quality of raw materials used for TSR production and how to identify and segregate poor quality raw materials KB3. The types of machinery required for TSR production KB4. How to undertake maintenance and essential repair of the machinery KB5. How to identify malfunctioning of machine and report such problems to higher authorities KB6. Process variables that are likely to influence the quality of the product KB7. How to draw representative samples of raw materials/products/effluents KB8. Loading/unloading operation using various tools and equipments. KB9. Cleanliness and safety requirements for commencing processing operation. KB10. Effect of mishandling the material on cost to the organization. KB11. Units of measurement. KB12. Importance of proper sorting, grading, packaging and storage.

Field Coagulum Processing

Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Write log books, observations etc. in local language. SA2. Write simple letters/applications
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. Read and understand work instructions, memos etc. SA4. Read and understand machinery/equipment manuals SA5. Read and understand the meanings of signs, symbols etc
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. Be a good listener to any new information being introduced in the field. SA7. Speak clearly to colleagues and superiors and provide feedback to them related to various operational issues SA8. Inform higher authorities on malfunctioning of equipment/tools and quality problems in raw materials/products
	Decision Making
	The user/individual on the job needs to know and understand how to:- SB1. Decide on malfunctioning of machines from own Observations SB2. Proper loading and unloading of raw material and TSR
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand:- SB3. Proper movement of the material as per instructed by the superior SB4. Proper handling of the material, tools and equipments such that it does not get damaged SB5. Importance of completing task in given timeline
	Customer Centricity
	The user/individual on the job needs to know and understand how to:- SB6. Provide defect free product as per the requirement.
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. Identify mechanical/electrical problems and find solutions either by self or through others SB8. Ask for clarification of doubts to execute the directed task.
Analytical Thinking	

Field Coagulum Processing

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Ensure minimum wastage of material and utilities</p> <p>SB10. Derive information on the quality of product from various observations on the processes</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand how :</p> <p>SB11. Different processing steps influence quality of product</p>

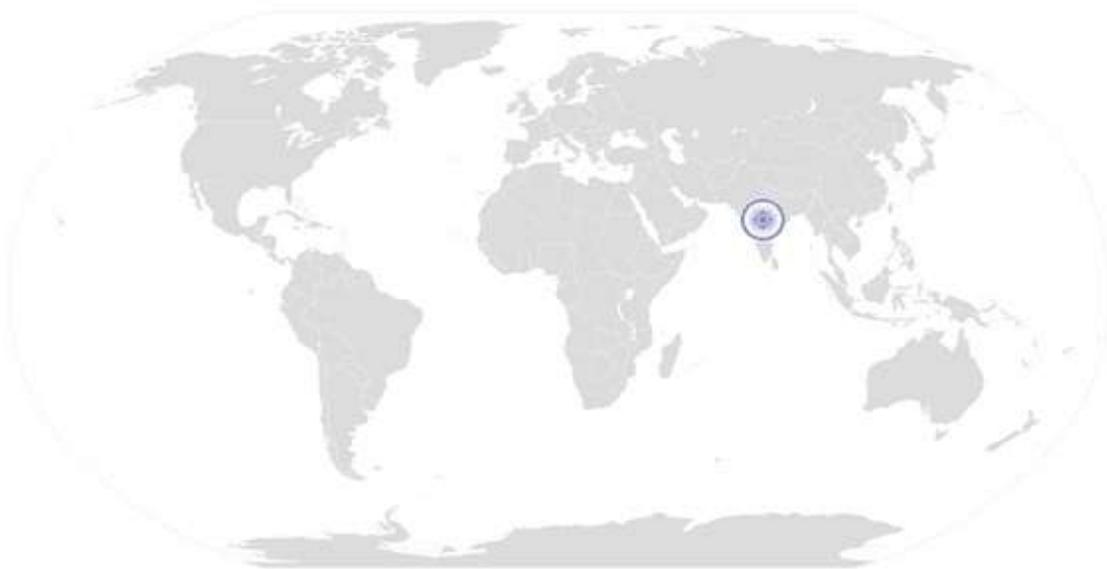


NOS Version Control

NOS Code	RSC / N 6120		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Primary Processing of NR - RSS	Last reviewed on	22/06/2015
Occupation	Production	Next review date	22/06/2017



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>

To carry out Housekeeping

	<p>PC13. Report to the appropriate person any difficulties in carrying out the work</p> <p>PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill</p>
Post housekeeping activities	<p>PC15. Ensure that there is no oily substance on the floor to avoid slippage</p> <p>PC16. Ensure that no scrap material is lying around</p> <p>PC17. Maintain and store housekeeping equipment and supplies</p> <p>PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process</p> <p>PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements</p> <p>PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored</p> <p>PC21. Dispose off the waste generated from the activity in an appropriate manner</p> <p>PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly</p>
General	<p>PC23. Maintain schedules and records for housekeeping duty</p> <p>PC24. Replenish any necessary supplies or consumables</p>
Knowledge and Understanding (K)	
A Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Instructions from the management regarding the level of cleanliness to be maintained in the shop floor</p> <p>KA2. The importance of hygiene in the quality of the product</p> <p>KA3. The responsibilities assigned to each member of the work force w.r.t to house-keeping work</p> <p>KA4. The items of machinery and tools which need special attention in</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The levels of hygiene required in workplace and why it is important to maintain them during work</p> <p>KB2. How to inspect a work area to decide what cleaning it needs</p>

	<p>KB3. Methods and materials that are used for cleaning various surfaces</p> <p>KB4. The types of cleansing agents that are not to be mixed together</p> <p>KB5. The correct method for cleaning equipment and/or machinery used during cleaning work</p> <p>KB6. The importance of personal protective equipment</p> <p>KB7. Appropriate personal protective equipment for the work area, cleaning equipment, tools, materials and chemicals used</p> <p>KB8. The correct sequence for cleaning the work area</p> <p>KB9. The time taken by the treatment to work</p> <p>KB10. The importance of following manufacturer's instructions on cleaning agents</p> <p>KB11. The most appropriate place to carry out test cleaning and why this should be done before applying treatments</p> <p>KB12. The importance of applying treatments evenly and the effect of not doing this</p> <p>KB13. Process of cleaning the surfaces without causing injury or damage</p> <p>KB14. The method to check the treated surface and equipment on completion of cleaning</p> <p>KB15. Procedures for 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>Escalation procedures for soils or stains that could not be removed</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including application of basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p>
	Reading Skills

To carry out Housekeeping

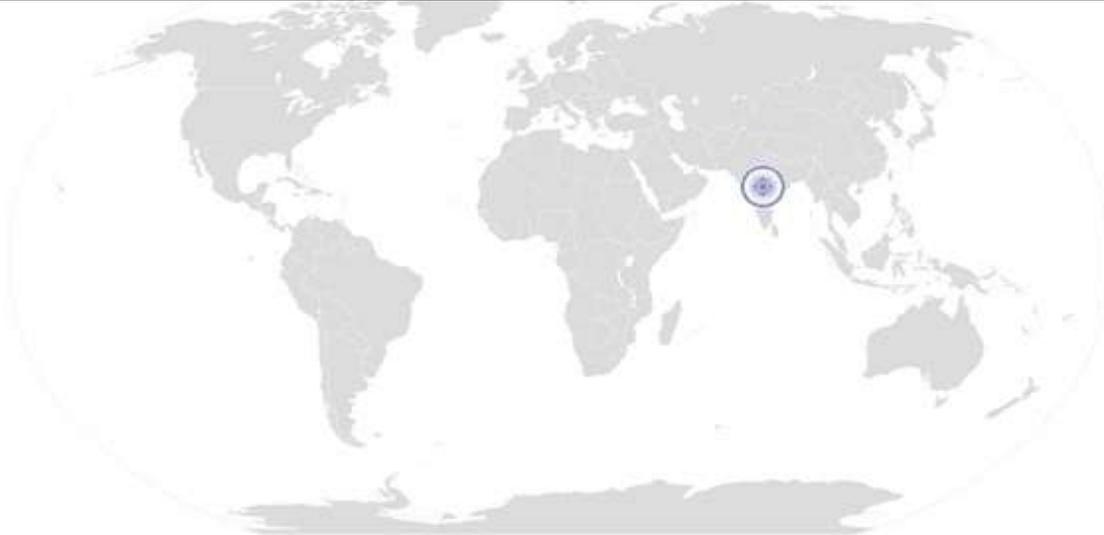
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take appropriate decisions regarding processing steps in view of changing quality and availability of raw materials and finished goods.</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. seek clarification on problems from others</p> <p>SB3. apply problem-solving approaches in different situations</p> <p>SB4. refer anomalies to the line manager</p>
	<p>Customer Centricity</p>
	<p>NA</p>
	<p>Problem Solving</p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB 5. Interpret quality for sheet</p> <p>SB 6 . Suggest improvements(if any) in process/product/materials based on results and experience</p>	
<p>Analytical Thinking</p>	

	The user/individual on the job needs to know and understand how to: SB7. Proper collection of waste material SB8. Identify defects in the material and communicate it at the earliest and suggest improvements(if any) in process/material based on experience
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB9. Handle equipment/rubber sheet SB6. seek clarification on problems from others SB10. apply problem-solving approaches in different situations SB11. refer anomalies to the line manager

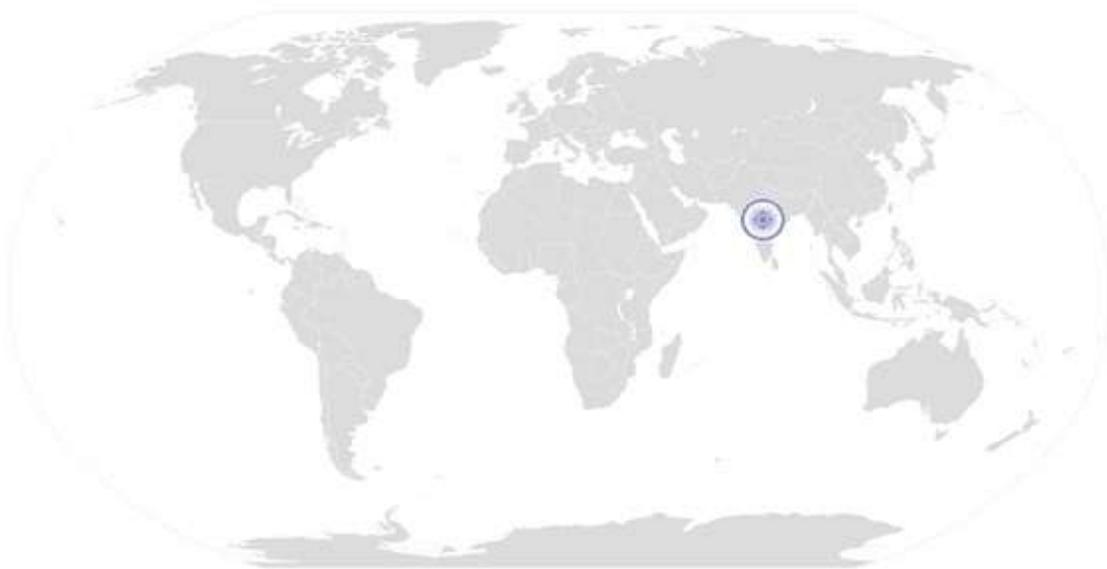


NOS Version Control

NOS Code	RSC / N 5001		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Primary Processing of NR - TSR	Last reviewed on	22/06/2015
Occupation	Production	Next review date	22/06/2017



National Occupational Standard



Overview

This unit is about health & 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>

<p>Render appropriate emergency procedures</p>	<p>PC11. Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency.</p> <p>PC12. Follow emergency procedures 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>
<p>Maintain standard safety procedures at the workplace</p>	<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>
<p>Participate in safety awareness campaigns</p>	<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>
<p>Understand potential sources of accidents</p>	<p>PC26. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment</p>
<p>Use safety gears to avoid accidents</p>	<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>

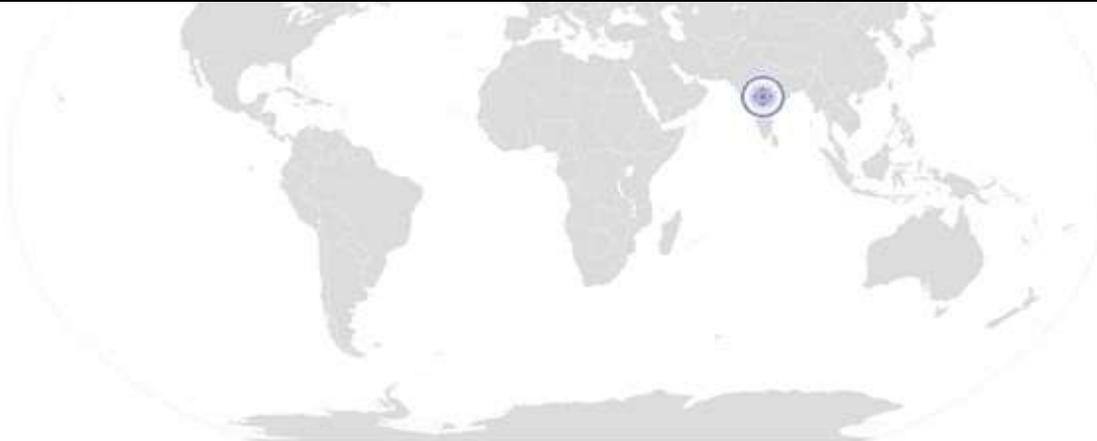
Knowledge and Understanding (K)

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>
B. Technical knowledge	<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>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>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The individual on the job needs to know and understand how to:</p> <p>SA1. Record data which are required for record keeping purpose</p> <p>SA2. Report problems to the appropriate person in a timely manner</p> <p>SA3. Write descriptions and details about incidents in reports</p>
	Reading Skills
	<p>The individual on the job needs to know and understand how to:</p> <p>SA4. Read instruction manuals for hand tools and equipment</p> <p>SA5. Read instructions on work orders and procedures</p>
	Oral Communication (Listening and Speaking skills)
<p>The individual on the job needs to know and understand how to:</p> <p>SA6. Receive instructions and seek advice from supervisors and managers</p> <p>SA7. Communicate clearly and effectively with others</p>	

B. Professional Skills	Decision Making
	The individual on the job needs to know and understand how to: SB1. Choose work procedures SB2. Select appropriate hand tools and personal protection devices considering safety requirements, materials being used etc. SB3. Identify the need for first aid and render it accordingly
	Plan and Organize
	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.
	Customer Centricity
	NA
	Problem Solving
	The individual on the job needs to know and understand how to: SB5. Use first aid treatment in case of any injury/accident.
	Analytical Thinking
	The individual on the job needs to know and understand how to: SB6. Monitor and maintain the condition of tools and equipment SB7. Assess situation & identify appropriate control measures
Critical Thinking	
The individual on the job needs to know and understand how to: SB8. Act, communicate and report in emergency situation	

NOS Version Control

NOS Code	RSC / N 5007		
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	Next review date	22/06/2017



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Processing Assistant TSR
Qualification Pack RSC/ Q 6114
Sector Skill Council Rubber Skill Development Council

Guidelines for Assessment

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

Assessment Strategy			Marks Allocation		
NOS	Elements	Performance Criteria	Total	Theory	Practical
1. RSC / N 6120 Field Coagulum Processing	Equipment Readiness	PC1.Ensure the availability of tools and equipments required during processing operation	10	8	2
		PC2. Follow equipment preparation process as per company requirements	10	6	4
		PC3. Ensure the cleanliness of machine before commencing the processing operation.	6	4	2

		PC4. Set parameters for the machine as per the organizational SOP.	6	4	2
		PC5. Ensure that all safety devices are properly functioning before start of the work.	8	4	4
		PC6. Ensure that no delays are caused as a result of improper preparation and failure to identify problems.	10	6	4
	Raw material Appropriateness	PC7. Check the availability of material as per the requirement	8	6	2
		PC8. Ensure that the quality of material confirms to the set standards	10	4	6
	Operation	PC9. Carry out the different processing operations either alone or with minimum assistance	6	4	2
		PC10. Achieve the targeted production with the required quality	6	4	2
		PC11. Report on any malfunctioning of equipment to the concerned person	6	4	2
		PC12. Ensure cleanliness in the workplace by carrying out periodic housekeeping work	6	2	4
		PC13. Ensure minimum wastage of materials and utilities	8	4	4
			100	60	40
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
			100	70	30
3. RSC / N 5007 Health and safety	Maintain a clean and efficient workplace	PC1.Undertake basic safety checks before operation of all machinery and equipment and report hazards to the appropriate supervisor	4	0	4
		PC2. Work for which protective clothing or equipment is required is identified and the appropriate protective clothing or equipment is used in performing these duties in accordance with workplace policy	2	0	2
		PC3. Read and understand the hazards of use and contamination mentioned on the labels of chemicals, utilities etc	2	0	2
		PC4.Prior to performing manual handling jobs, risk is assessed and work is carried out according to currently recommended safe practices.	2	2	0
		PC5.Use equipment and materials safely and correctly and return the same to designated storage when not in use	2	2	0

	PC6.Dispose off waste safely and correctly in a designated area	2	2	0
	PC7.Risks to bystanders are recognized and action taken to reduce risk associated with jobs in the workplace	4	2	2
	PC8. Perform work in a manner which minimizes environmental damage	8	2	6
	PC9.All procedures and work instructions for controlling risk are followed closely.	4	4	0
	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.	4	2	2
	PC12.Follow emergency procedures to company standards and workplace requirements.	4	0	4
	PC13.Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements.	2	2	0
	PC14. Provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques.	4	0	4
	PC15. Recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate	6	2	4
	PC16. Dispose off medical waste in accordance with workplace requirements	4	2	2
	PC17.Report details of first aid administered in accordance with work place procedures.	4	2	2

		PC18. Comply with general safety procedures of the company	4	2	2
		PC19. Follow standard safety procedures while handling equipment, hazardous material or tool	2	2	0
	Maintain standard safety procedures at the workplace	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.	2	2	0
		PC21. Ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure	2	2	0
		PC22. Keep the workplace organized, swept, clean and hazard free	4	0	4
	Participate in safety awareness campaigns	PC23. Attend fire drills and other safety related workshops organized at the workplace	4	0	4
		PC24. Be aware of first aid, evacuation and emergency procedures	4	2	2
		PC25. Be alert of any events and do not be negligent to any safety procedures to be followed	2	0	2
	Understand potential sources of accidents	PC26. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment	6	2	4
	Use safety gears to avoid accidents	PC27. Use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace)	6	2	4
		PC28. Handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders	2	0	2
			100	40	60