

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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Contents

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

Introduction

Qualifications Pack- Grader (RSS Trading)

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Natural Rubber (NR) Plantation

OCCUPATION: Production – NR

REFERENCE ID: RSC/ Q 6125

ALIGNED TO: NCO-2004/Nil

Brief Job Description: The grader visually inspects each and every rubber sheet by holding it against light. Sheets have to be graded as per the guidelines given in the “ Green Book” or the relevant BIS specifications.

Personal Attributes: A Rubber Sheet Grader should have good eye sight and vision. He should have thorough knowledge about the quality parameters for different grades of RSS. He should also be aware of the common defects present in RSS and how the defects can be rectified by removing the improperly dried /impure portions in a sheet thereby upgrading its quality.

Qualifications Pack For Grader (RSS Trading)

Job Details

Qualifications Pack Code	RSC/ Q 6125		
Job Role	Grader (RSS Trading)		
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		

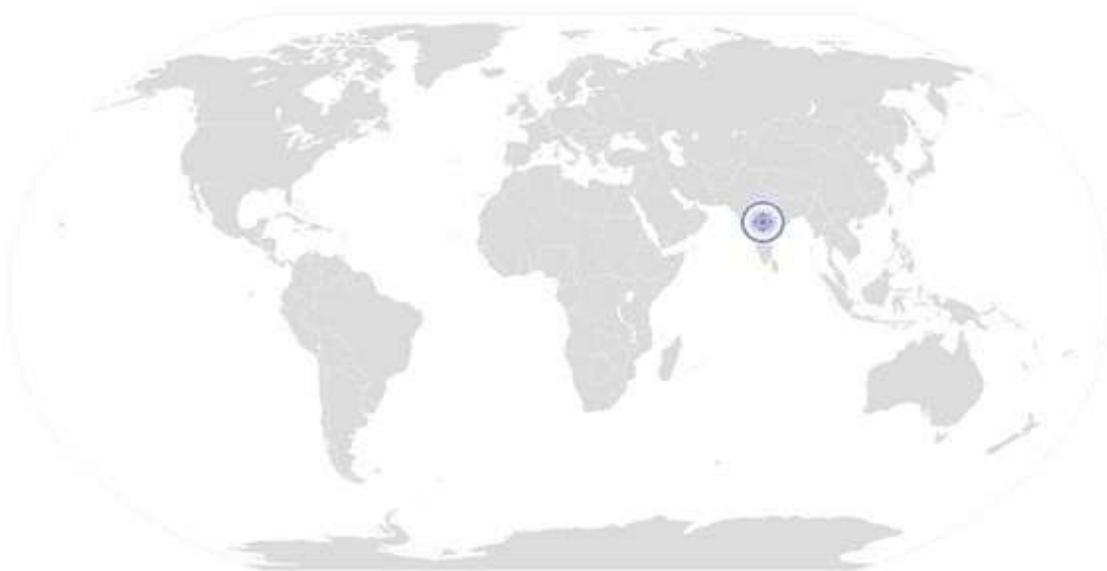
Job Role	Grader (RSS Trading)
Role Description	The grader visually inspects each and every rubber sheet by holding it against light. Sheets have to be graded as per the guidelines given in the “ Green Book” or the relevant BIS specifications.
NSQF level	4
Minimum Educational Qualifications*	Class X - Preferred
Maximum Educational Qualifications*	NA
Training (Suggested but not mandatory)	Training in Sheet Rubber Grading (theory and practical) conducted by Rubber Board / Competent authority
Minimum Job Entry Age	18 years
Experience	Six months experience in a rubber dealer’s shop
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> RSC/ N 6125 (Grading of RSS) RSC/ N 5001 (To carry out housekeeping) RSC/ N 5002 (To carry out reporting and documentation) Optional: NA
Performance Criteria	As described in the relevant OS units

Qualifications Pack For Grader (RSS Trading)

Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
OS	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard , which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills or Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS , these include communication related skills that are applicable to most job roles.

National Occupational Standard



Overview

This unit is about categorizing rubber sheets into different grades based on the quality of each sheet considering the various parameters prescribed in the Green Book / specified by BIS.

Unit Code	RSC/ N 6125
Unit Title (Task)	Grading of rubber sheets
Description	This unit is about categorizing rubber sheets into different grades based on the quality of each sheet considering the various parameters prescribed in the Green Book / specified by BIS.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Identification of different grades of rubber • Categorizing the consignments of rubber sheets into appropriate grades by assessing the quality of each sheet • Properly labeling the different grades of rubber
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Identification of sheets	To be competent, the user/individual on the job must be able to: <p>PC1. Correctly identify the different grades of rubber sheets</p> <p>PC2. Identify any defects in the sheet</p> <p>PC3. Convey any defect/deterioration in quality of sheets to the Superiors</p>
Grading	PC4. Categorize rubber sheets into appropriate grades by assessing the quality of each sheet PC5. Instruct for proper storage of different grades of sheets to avoid any deterioration
Labelling	PC6. Ensure accurate labeling of different grades of rubber PC7. Mark duration for holding the stock
Knowledge and Understanding (K)	
A. Organizational Context)	The user/individual on the job needs to know and understand: <p>KA1. The supply and demand of various grades of RSS</p> <p>KA2. Seasonal variations in demand of various grades</p> <p>KA3. Volume of different grades to be held in the warehouse</p> <p>KA4. Maximum utilization of space available for storage</p> <p>KA5. Duration for holding the stock</p> <p>KA6. Market trends and prevailing price of different grades of RSS</p> <p>KA7. Structure of commercial taxes and other duties imposed by the Govt.</p>

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Classification norms of different grades of rubber as per “Green Book”</p> <p>KB2. Latest trends in packing and presentation of RSS</p> <p>KB3. Processing of rubber latex in to RSS and common defects in the procedure</p> <p>KB4. Parameters of properly storing the bales to avoid quality deterioration</p> <p>KB5. Proper labeling / marking of the bales</p> <p>KB6. General demand supply position of different grades of rubber sheets</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:</p> <p>SA1. Prepare reports relating to grading of rubber sheets.</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA 2. Read and understand the “Green Book” and other publications regarding grading and packing</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA 3. Communicate effectively with workers and superiors</p> <p>SA 4. Train others on grading of rubber sheets based on its quality.</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. Decide on the grade of rubber sheet on the basis of visual examination.</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to :</p> <p>SB2. Organize and co-ordinate the grading programme depending on the stock arrivals and demands.</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to :</p> <p>SB3. Assign accurate grade so that there would be no issues with customers with respect to grade of sheets</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to :</p> <p>SB4. Identify deterioration in quality of sheets to assign appropriate grades</p>

	Analytical Thinking
	The user/individual on the job needs to know and understand how to : SB5. Analyse the sheets for reporting the duration for which a specific grade can be maintained
	Critical Thinking
	The user/individual on the job needs to know and understand how to : SB6. Store the sheets properly to avoid any deterioration in quality of sheets

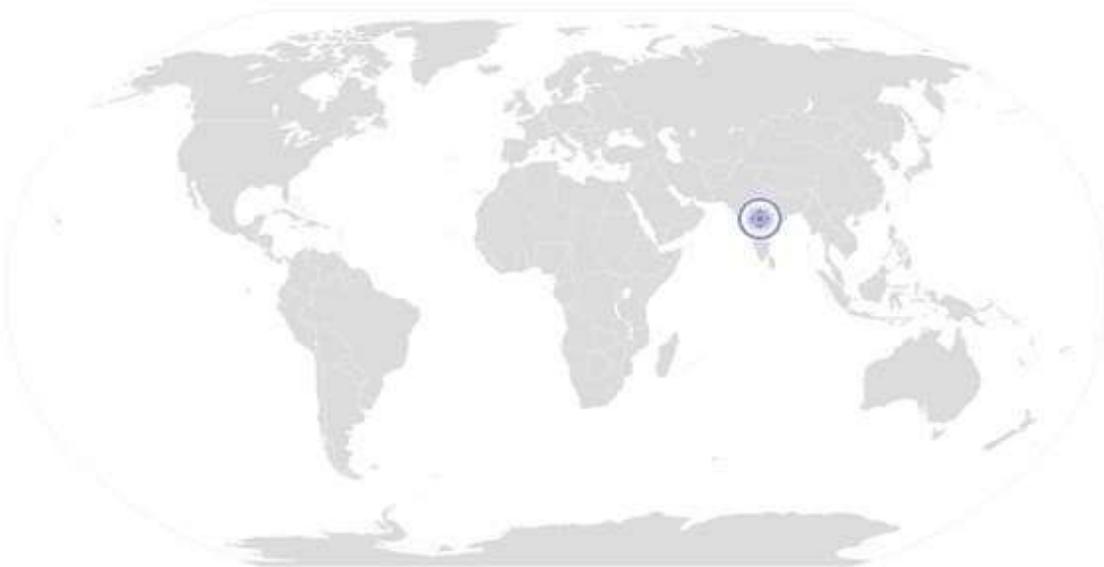


NOS Version Control

NOS Code	RSC / N 6125		
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	22/06/2017



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:</p> <ul style="list-style-type: none"> • Preparing for housekeeping activities • Carry out housekeeping activities • Post housekeeping activities
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Pre housekeeping activities	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Inspect the area while taking into account various surfaces</p> <p>PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain</p> <p>PC3. Ensure that the cleaning equipment is in proper working condition</p> <p>PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person</p> <p>PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces</p> <p>PC6. Inform the affected people about the cleaning activity</p> <p>PC7. Display the appropriate signage for the work being conducted</p> <p>PC8. Ensure that there is adequate ventilation for the work being carried out</p> <p>PC9. Wear the personal protective equipment required for the cleaning method and materials being used</p>
Operations	<p>PC10. Use the correct cleaning method for the work area, type of soiling and surface</p> <p>PC11. Carry out cleaning activity without disturbing others</p> <p>PC12. Deal with accidental damage, if any, caused while carrying out the work</p>

Carry Out Housekeeping Activities

	<p>PC13. Report to the appropriate person any difficulties in carrying out your work</p> <p>PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill</p>
<p>Post housekeeping activities</p>	<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 the waste garnered 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>A. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The levels of hygiene required by workplace and why it is important to maintain them during your work</p> <p>KB2. How to inspect a work area to decide what cleaning it needs</p> <p>KB3. Methods and materials that used for cleaning variety of 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 your work</p> <p>KB6. The importance of personal protective equipment</p> <p>KB7. Appropriate personal protective equipment for the work area, cleaning</p>

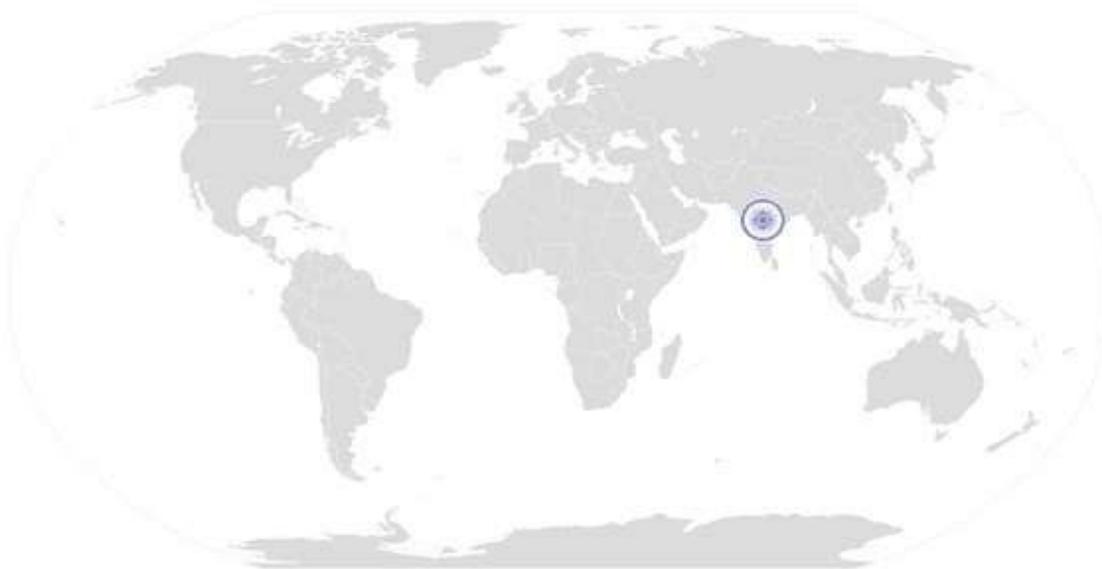
Carry Out Housekeeping Activities

	<p>equipment, tools, materials and chemicals used</p> <p>KB8. The correct sequence for cleaning the work area</p> <p>KB9. The time taken by the treatment to work</p> <p>KB10. The importance of following manufacturer's instructions on cleaning agents</p> <p>KB11. The most appropriate place to carry out test cleans and why this should be done before applying treatments</p> <p>KB12. The importance of applying treatments evenly and the effect of not doing this</p> <p>KB13. Process of cleaning the surfaces without causing injury or damage</p> <p>KB14. The method to check the treated surface and equipment on completion of cleaning</p> <p>KB15. Procedures for reporting any unidentified soiling</p> <p>KB16. Procedures for disposing off waste</p> <p>KB17. Procedures for disposing off or storing personal protective equipment</p> <p>KB18. Escalation procedures for soils or stains that could not be removed</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>
Oral Communication (Listening and Speaking skills)	

Carry Out Housekeeping Activities

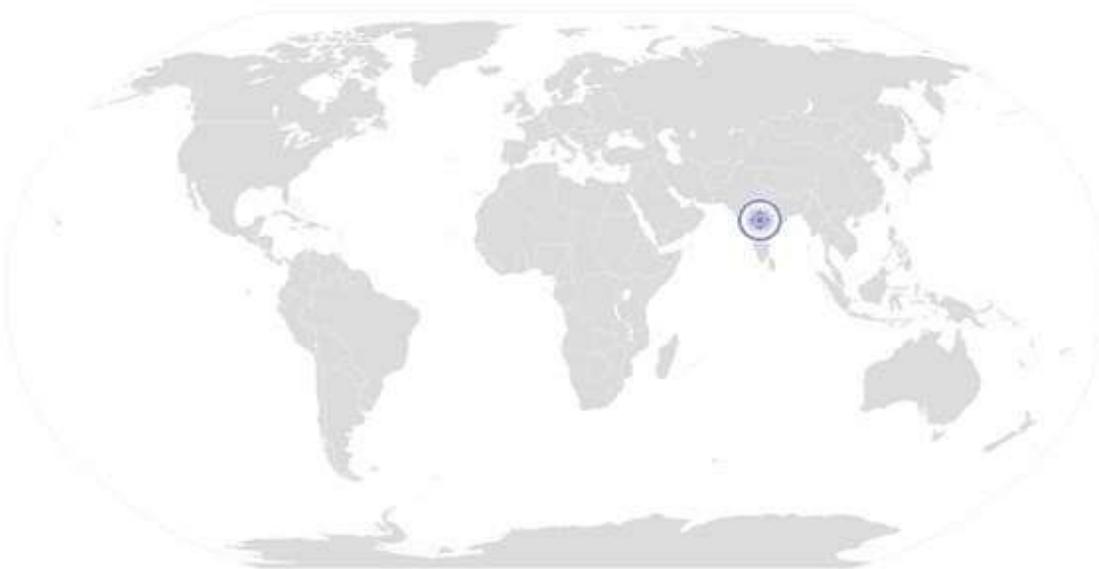
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>
<p>A. Professional Skills</p>	<p>Decision Making</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>Plan and Organize</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</p> <p>SB3. Fix up tasks and allotment of the same among workers</p> <p>SB4. Assign tasks to suitable persons</p> <p>SB5. Motivate them for better output and time bound completion of tasks</p> <p>SB6. Monitor the progress</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Address customer complaints at his work level.</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to</p> <p>SB8. Solve problems related production of quality RSS</p> <p>SB9. Solve problems related to transportation, loading, unloading etc.</p> <p>SB10. Solve problems related to equipment and supply of inputs</p> <p>SB11. Solve problems among colleagues</p> <p>SB12. Diagnose problems and nip in the bud stage itself</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. Suggest improvement over the present system of problem solving methods</p>
<p>Critical Thinking</p>	

	<p>The user/individual on the job needs to know and understand how to: SB14. Take appropriate action/seek expert opinion to overcome critical situations</p>
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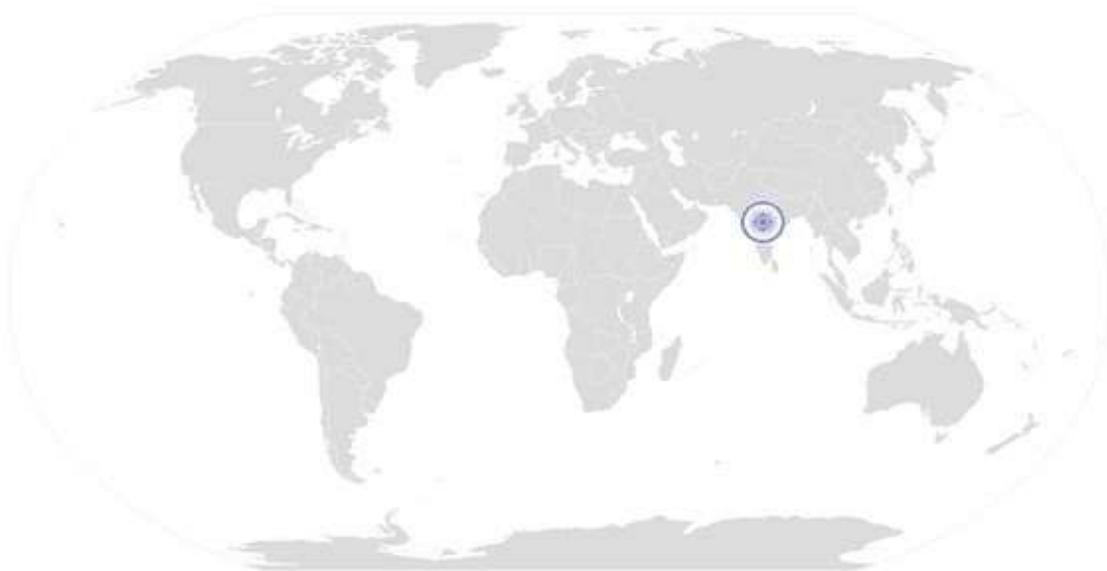


NOS Version Control

NOS Code	RSC / N 5001		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	22/06/2015
Industry Sub-sector	Tyre	Last reviewed on	22/06/2015
Occupation	Moulding / Curing	Next review date	22/06/2017



National Occupational Standard



Overview

This unit is about reporting and documentation

To Carry Out Reporting And Documentation

Unit Code	RSC / N 5002
Unit Title (Task)	To carry out reporting and documentation
Description	This unit is about carrying out reporting and documentation
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Reporting of data/problem/incidents etc • Documentation • Information Security
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Reporting	<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>
Recording and Documentation	<p>PC4. Identify documentation to be completed relating to one's role</p> <p>PC5. Record details accurately in an 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>
Information Security	<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>
Knowledge and Understanding (K)	
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different methods of recording information</p>

To Carry Out Reporting And Documentation

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

To Carry Out Reporting And Documentation

	<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 the 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. Arrive at proper decisions according to various situations</p>
	<p>Plan and Organize</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</p> <p>SB3. Fix up tasks and allotment of the same among workers</p> <p>SB4. Assign tasks to suitable persons</p> <p>SB5. Motivate them for better output and time bound completion of tasks</p> <p>SB6. Monitor the progress</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Address customer complaints at his work level.</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to</p> <p>SB8. Solve problems related production of quality RSS</p> <p>SB9. Solve problems related to transportation, loading, unloading etc.</p> <p>SB10. Solve problems related to equipment and supply of inputs</p> <p>SB11. Solve problems among colleagues</p> <p>SB12. Diagnose problems and nip in the bud stage itself</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. Suggest improvement over the present system of problem solving methods</p>

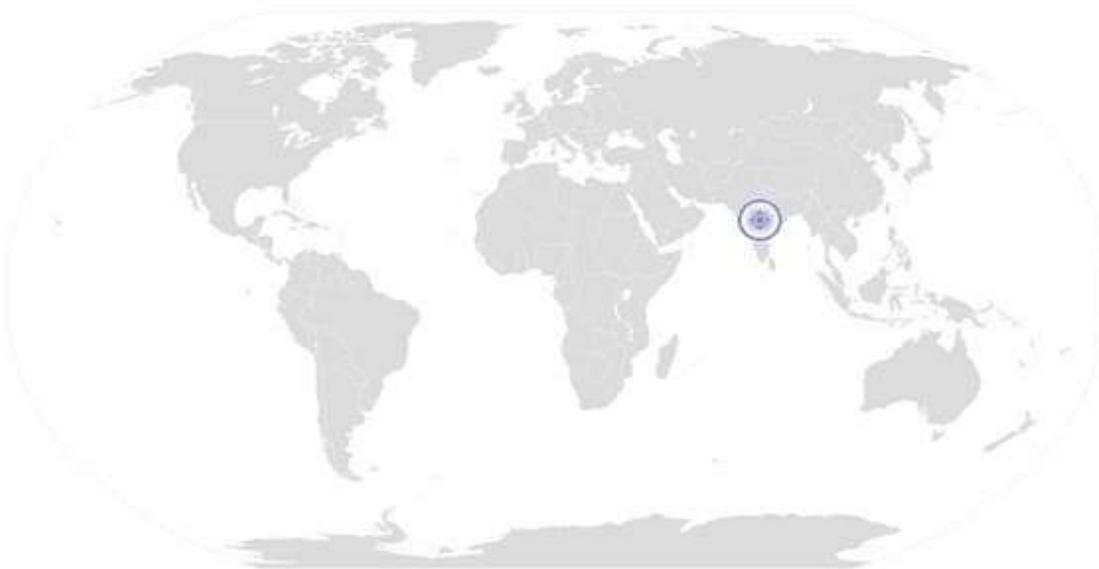
To Carry Out Reporting And Documentation

	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB14. Take appropriate action/seek expert opinion to overcome critical situations



NOS Version Control

NOS Code	RSC / N 5002		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Manufacturing	Drafted on	22/06/2015
Industry Sub-sector	Tyre	Last reviewed on	22/06/2015
Occupation	Moulding / Curing	Next review date	22/06/2017



CRITERIA FOR ASSESSMENT OF TRAINEES

Subsector Grader RSS-Trading
Qualification Pack RSC/ Q 6125
Sector Skill Council Rubber Skill Development Council

Guidelines for Assessment

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

			Marks Allocation		
Nos	Element	Description	Total	Theory	Practical
RSC/ N 6125 Grading of RSS	Identificati on of sheets	PC 1 Correctly identify the different grades of rubber sheets	16	6	2
		PC 2 Identify any defects in the sheet	16	6	2
		PC 3 Convey any defect/deterioration in quality of sheets to the Superiors	14	4	2
	Grading	PC 4 Categorize rubber sheets into appropriate grades by assessing the quality of each sheet	12	4	2
		PC 5 Instruct for proper storage of different grades of sheets to avoid any deterioration	15	4	4
	Labelling	PC 6 Ensure accurate labeling of different grades of rubber	15	6	4
		PC 7 Mark duration for holding the stock	12	6	2
			100	60	40
RSC / N	Pre housekeep	PC 15 Inspect the area while taking into account various surfaces	6	2	4

5001To carry out housekeeping	ing activities	PC 16 Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain	4	2	2
		PC 17 Ensure that the cleaning equipment is in proper working condition	5	2	3
		PC 18 Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person	4	0	4
		PC 19 Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces	6	2	4
		PC 20 Inform the affected people about the cleaning activity	4	0	4
		PC 21 Display the appropriate signage for the work being conducted	5	2	3
		PC 22 Ensure that there is adequate ventilation for the work being carried out	4	2	2
		PC 23 Wear the personal protective equipment required for the cleaning method and materials being used	5	2	3
	Operations	PC 24 Use the correct cleaning method for the work area, type of soiling and surface	4	2	2
		PC 25 Carry out cleaning activity without disturbing others	5	1	4
		PC 26 Deal with accidental damage, if any, caused while carrying out the work	2	0	2
		PC 27 Report to the appropriate person any difficulties in carrying out the work	4	1	3
		PC 28 Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill	4	1	3
	Post housekeeping activities	PC 29 Ensure that there is no oily substance on the floor to avoid slippage	6	2	4
PC 30 Ensure that no scrap material is lying around		4	0	4	

		PC 31 Maintain and store housekeeping equipment and supplies	4	2	2
		PC 32 Follow workplace procedures to deal with any accidental damage caused during the cleaning process	2	0	2
		PC 33 Ensure that, on completion of the work, the area is left clean and dry and meets requirements	3	1	2
		PC 34 Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored	5	2	3
		PC 35 Dispose off the waste generated from the activity in an appropriate manner	4	0	4
		PC 36 Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly	4	2	2
		PC 37 Maintain schedules and records for housekeeping duty	4	2	2
		PC 38 Replenish any necessary supplies or consumables	2	0	2
			100	30	70
RSC / N 5002 To carry out reporting and documentation	Reporting	PC 39 Report data/problems/incidents as applicable in a timely manner	10	6	4
		PC 40 Report to the appropriate authority as laid down by the company	8	6	2
		PC 41 Follow reporting procedures as prescribed by the company	10	6	4
	Recording and Documentation	PC 42 Identify documentation to be completed relating to one's role	10	6	4
		PC 43 Record details accurately in appropriate format	12	8	4
		PC 44 Complete all documentation within stipulated time according to company procedure	14	8	6
		PC 45 Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly	10	4	6
		PC 46 Make sure documents are available to all appropriate authorities to inspect	8	4	4

	Information Security	PC 47 Respond to requests for information in an appropriate manner whilst following organizational procedures	10	6	4
		PC 48 Inform the appropriate authority of requests for information received	8	6	2
			100	60	40