

## 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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## Introduction

### Qualification Pack – Saw Mill Technician

**SECTOR:** RUBBER INDUSTRY

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

**OCCUPATION:** Production – Rubber wood

**REFERENCE ID:** RSC/ Q 6201

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

**Brief Job Description:** Saw Mill Technician (SMT) is responsible for quality and quantity assessment of rubber wood round log in each batch and maintenance of sawing machines. He is also responsible for the technical guidance to the saw mill contractor regarding the sizes to be sawn out as per company's requirement.

**Personal Attributes:** He should possess technical knowledge regarding saw milling and analytical ability to calculate log volumes. He should be active and respond quickly to work out any problem in machinery affecting the operations.

*Qualification Pack for Saw Mill Technician*

<b>Qualifications Pack Code</b>	<b>RSC/ Q 6201</b>		
<b>Job Role</b>	<b>Saw Mill Technician</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Rubber industry</b>	<b>Drafted on</b>	<b>22/06/2015</b>
<b>Sub-sector</b>	<b>Natural Rubber (NR) Plantation</b>	<b>Last reviewed on</b>	<b>22/06/2015</b>
<b>Occupation</b>	<b>Production - Rubber Wood</b>	<b>Next review date</b>	<b>22/06/2017</b>
<b>NSQC Clearance on</b>	<b>20/07/2015</b>		

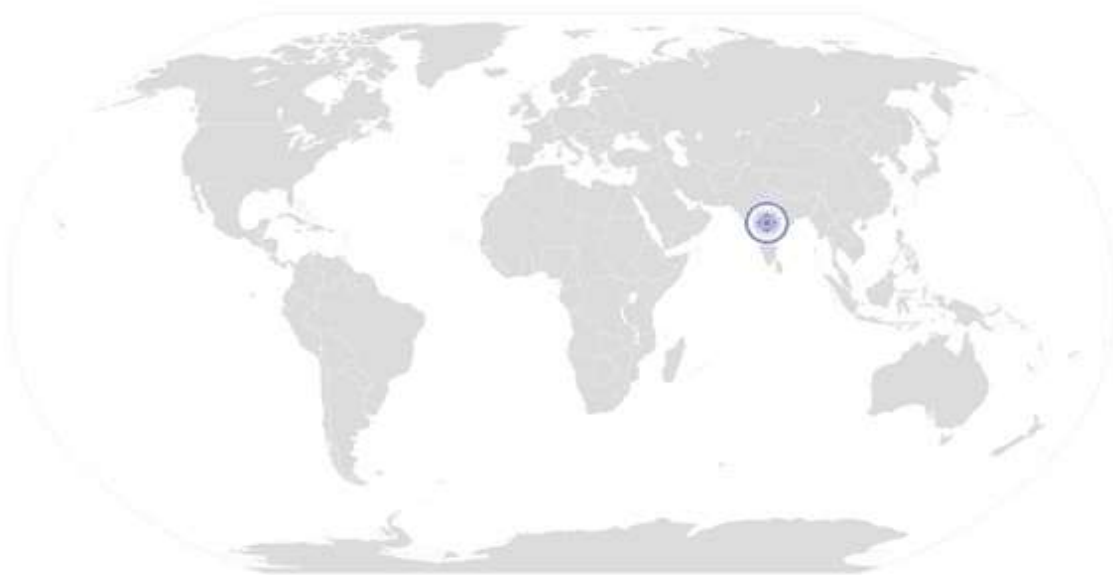
## Job Details

<b>Job Role</b>	<b>Saw Mill Technician</b>
<b>Role Description</b>	Saw Mill Technician (SMT) is responsible for quality and quantity assessment of rubber wood round log in each batch and maintenance of sawing machines. He is also responsible for the technical guidance to the saw mill contractor regarding the sizes to be sawn out as per company's requirement.
<b>NSQF level</b>	4
<b>Minimum Educational Qualifications*</b>	ITI/Diploma - Desirable
<b>Maximum Educational Qualifications*</b>	NA
<b>Training</b> (Suggested but not mandatory)	Training in Operations of Band saw, Re saw, and Cross cutting saws (theory and practical) conducted by competent authority.
<b>Minimum Job Entry Age</b>	18 years
<b>Experience</b>	Minimum 1 year experience in Saw milling.
<b>Applicable National Occupational Standards (NOS)</b>	<b>Compulsory:</b> <ol style="list-style-type: none"> <li><a href="#">RSC/N 6201 Saw Milling</a></li> <li><a href="#">RSC/N 5001 To carry out housekeeping</a></li> <li><a href="#">RSC/N 5007 Health and safety</a></li> </ol> <b>Optional:</b> NA
<b>Performance Criteria</b>	As described in the relevant OS units

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.

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# National Occupational Standard



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## Overview

This unit is about achieving optimum production, maintenance of saw milling machinery and management of the sawing contractor.

<b>Unit Code</b>	<b>RSC / N 6201</b>
<b>Unit Title (Task)</b>	<b>Saw Milling</b>
<b>Description</b>	This unit is about achieving optimum production, maintenance of saw milling machinery and management of the sawing contractor.
<b>Scope</b>	This unit covers the following tasks: <ul style="list-style-type: none"> <li>• Materials Assessment</li> <li>• Machinery maintenance</li> <li>• Technical Guidance</li> <li>• Team Management</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Materials Assessment</b>	To be competent, he must be able to: PC1. Assess the quality of rubber wood round logs in each batch PC2. Check the quantity of rubber wood round log in each batch PC3. Report and handle any non conformity in quality and quantity of material PC4. Ensure appropriate use and minimum wastage of materials
<b>Machinery maintenance</b>	PC5. Ensure proper cleanliness and maintenance of machines PC6. Detect machine problems and use preventive maintenance techniques PC7. Trouble shoot the mechanical /electrical complaints of the machinery
<b>Technical Guidance</b>	PC8. Provide technical guidance to contractors to achieve the targeted volume as per the schedule PC9. Provide technical guidance to the saw mill contractor regarding the sizes to be sawn out as per company's requirement. PC10. Guide team members to undertake operations using personal safety measures (gloves, masks etc) and other safety devices.
<b>Team Management</b>	PC11. Allot work as per the technical experience of machine operations PC12. Provide training to team members to update the practical knowledge
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The processing operations of saw mills KA2. The quality policies of the company and instructions from the management regarding quality of product being made KA3. The reporting system in the firm KA4. The targeted volume and quality of production KA5. The working conditions of various items of machinery

	<p>KA6. Implications of poorly prepared machine and equipments.</p> <p>KA7. Escalation matrix for reporting identified problems</p> <p>KA8. Types of documentation in organization and importance of the same</p> <p>KA9. Importance of housekeeping activities.</p> <p>KA10. Health, safety and environment guidelines, legislation and regulations as applicable.</p> <p>KA11. Personal protection (which protective equipment to be used and how).</p> <p>KA12. Impact of various practices on cost, quality, productivity, delivery and safety.</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Machine operations, maintenance and cleaning of machine at regular intervals</p> <p>KB2. Various abnormalities and suitable response for abnormalities in equipment performance.</p> <p>KB3. Implications of delays in the preparation process.</p> <p>KB4. Types of defects leading to rejections and their indicators, reasons and possible solutions.</p> <p>KB5. Cleanliness and safety requirements for machine operations</p> <p>KB6. Implications of quality and quantity variations</p> <p>KB7. Response to emergencies, for example, power failures, fire, system failures and manual intervention to avoid disasters.</p> <p>KB8. Basic arithmetic</p> <p>KB9. Potential problems in machine operation</p> <p>KB10. Effect of improper machine operation on the properties of product.</p> <p>KB11. Possible quality issues of raw material</p> <p>KB12. New developments in technology related to saw milling</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write log books, observations etc. in local language.</p> <p>SA2. Write simple letters/ applications</p> <p>SA3. Calculate the volume of Round logs and recovery details</p> <p>SA4. Maintenance of sawing log books</p> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand the periodicals and training manual on saw</p>

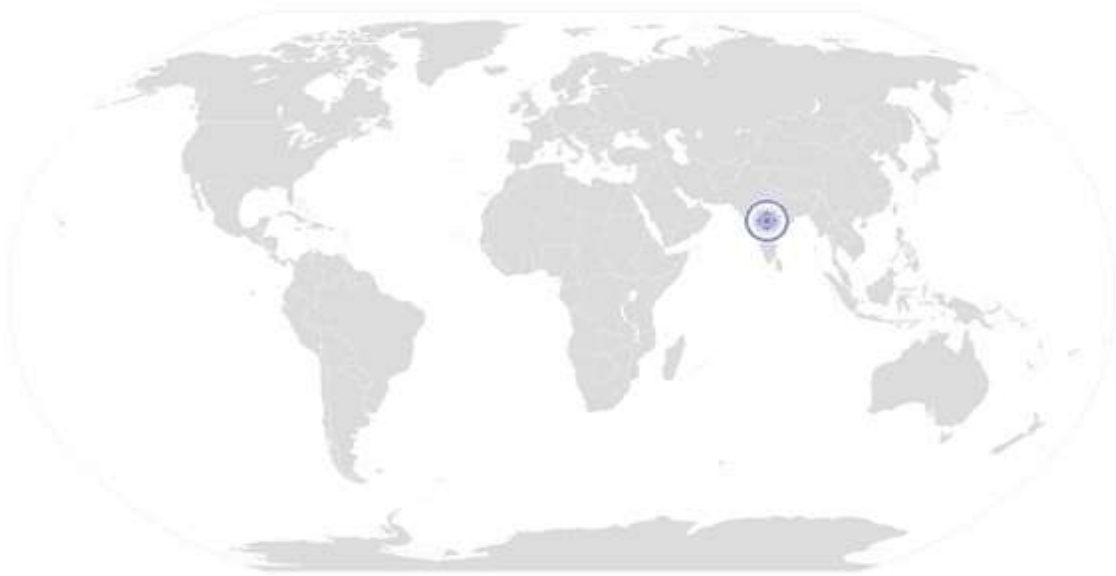
	<p>milling with modern trends of sawing. SA6. Read and understand machinery/equipment manuals SA7. Read and understand the meanings of signage, symbols etc</p>
	<p><b>Oral Communication (Listening and Speaking skills)</b></p>
	<p>The user/individual on the job needs to know and understand how to: SA8. Be a good listener to any new information being introduced in the field. SA9. Speak clearly to team members and superiors SA10. Inform higher authorities on malfunctioning of equipment/tools and quality problems in raw materials/products SA11. Communicate the latest trends and details of day to day progress to the workers regarding production.</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p>
	<p>The user/individual on the job needs to know and understand how to:- SB1. Take decision on sawing patterns on the basis of available raw material so as to achieve maximum productivity. SB2. Decide on corrective steps to be taken to address malfunctioning of machines</p>
	<p><b>Plan and Organize</b></p>
	<p>The user/individual on the job needs to know and understand:- SB3. Plan saw milling activities according to the company's production schedule.</p>
	<p><b>Customer Centricity</b></p>
	<p>NA</p>
	<p><b>Problem Solving</b></p>
	<p>The user/individual on the job needs to know and understand how to: SB4. Identify mechanical/electrical problems and find solutions SB5. Resolve the team members conflicts</p>
	<p><b>Analytical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand how to: SB6. Understand the defect – recovery ratio on each batch of raw material.</p>
<p><b>Critical Thinking</b></p>	
<p>The user/individual on the job needs to know and understand how : SB6. Variations in different processing steps influence quality of product.</p>	

## NOS Version Control

<b>NOS Code</b>	RSC / N 6201		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Rubber Industry	<b>Drafted on</b>	22/06/2015
<b>Industry Sub-sector</b>	Natural Rubber (NR) Plantation	<b>Last reviewed on</b>	22/06/2015
<b>Occupation</b>	Production - Rubber Wood	<b>Next review date</b>	22/06/2017







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# National Occupational Standard



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## Overview

This unit is about carrying out housekeeping.

<b>Unit Code</b>	<b>RSC / N 5001</b>
<b>Unit Title (Task)</b>	<b>To carry out housekeeping</b>
<b>Description</b>	This unit is about carrying out housekeeping activities
<b>Scope</b>	<p>This unit/task covers the following tasks:</p> <ul style="list-style-type: none"> <li>• Preparing for housekeeping activities</li> <li>• Carry out housekeeping activities</li> <li>• Post housekeeping activities</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Pre housekeeping activities</b>	<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>
<b>Operations</b>	<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>
<b>Post housekeeping activities</b>	<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</p>

**Carry out housekeeping activities**

	<p>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>
<b>General</b>	<p>PC23. Maintain schedules and records for housekeeping duty</p> <p>PC24. Replenish any necessary supplies or consumables</p>
<b>Knowledge and Understanding (K)</b>	
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The 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>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written</p>

**Carry out housekeeping activities**

	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
	<b>Reading Skills</b>
	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
	<b>Oral Communication (Listening and Speaking skills)</b>
	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>B. Professional Skills</b>	<b>Decision Making</b>
	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
	<b>Plan and Organize</b>
	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.
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
The individual on the job needs to know and understand how to: SB5. Use first aid treatment in case of any injury/accident.	
	<b>Analytical Thinking</b>

**Carry out housekeeping activities**

	SB6. Monitor and maintain the condition of tools and equipment SB7. Assess situation & identify appropriate control measures
	<b>Critical Thinking</b>
	The individual on the job needs to know and understand how to: SB8. Act, communicate and report in emergency situation



Carry out housekeeping activities

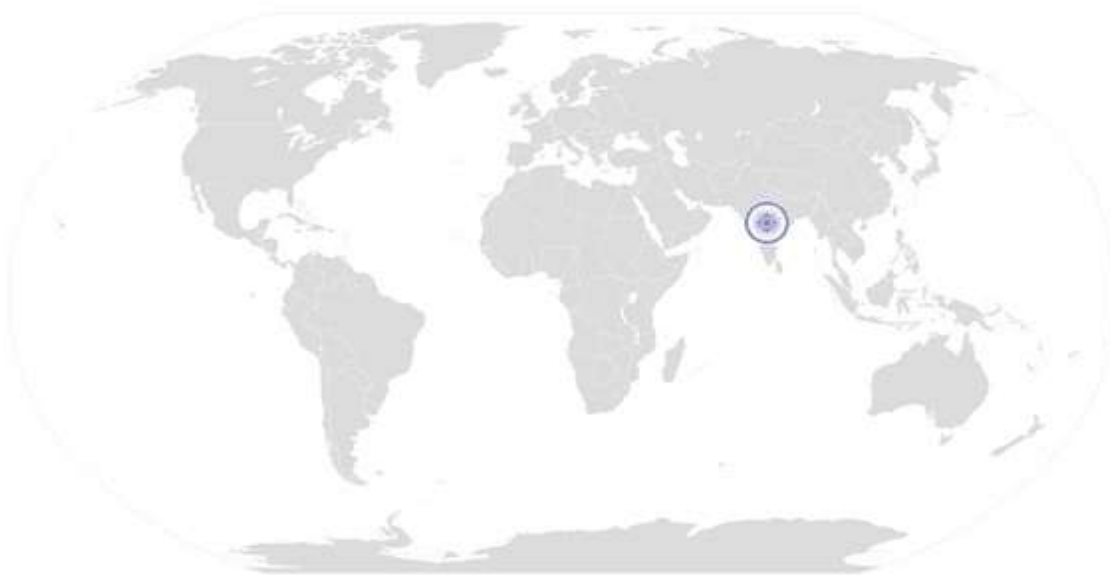
**NOS Version Control**

<b>NOS Code</b>	RSC / N 5001		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Rubber Industry	<b>Drafted on</b>	22/06/2015
<b>Industry Sub-sector</b>	Natural Rubber (NR) Plantation	<b>Last reviewed on</b>	22/06/2015
<b>Occupation</b>	Production - Rubber Wood	<b>Next review date</b>	22/06/2017



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# National Occupational Standard



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## Overview

This unit is about health & safety.



<b>Unit Code</b>	<b>RSC/N 5007</b>
<b>Unit Title (Task)</b>	<b>Health &amp; Safety</b>
<b>Description</b>	This unit is about maintaining health and safety of self and others at workplace.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Maintain a clean and efficient workplace</li> <li>• Render appropriate emergency procedures</li> <li>• Maintain standard safety procedures at the workplace</li> <li>• Participate in safety awareness campaigns</li> <li>• Understand potential sources of accidents</li> <li>• Use safety gears to avoid accidents</li> </ul>
<b>Performance Criteria (PC)</b>	
<b>Maintain a clean and efficient workplace</b>	<p>To be competent, the individual on the job must be able to:</p> <p>PC1. Undertake basic safety checks before operation of all machinery and equipment and report hazards to the appropriate supervisor</p> <p>PC2. Work for which protective clothing or equipment is required is identified and the appropriate protective clothing or equipment is used in performing these duties in accordance with workplace policy.</p> <p>PC3. Read and understand the hazards of use and contamination mentioned on the labels of chemicals, utilities etc</p> <p>PC4. Prior to performing manual handling jobs, risk is assessed and work is carried out according to currently recommended safe practices.</p> <p>PC5. Use equipment and materials safely and correctly and return the same to designated storage when not in use</p> <p>PC6. Dispose off waste safely and correctly in a designated area</p> <p>PC7. Risks to bystanders are recognized and action taken to reduce risk associated with jobs in the workplace</p> <p>PC8. Perform work in a manner which minimizes environmental damage</p> <p>PC9. All procedures and work instructions for controlling risk are followed closely.</p> <p>PC10. Report any accidents, incidents or problems without delay to an appropriate person and take immediate necessary action to reduce further danger.</p>
<b>Render appropriate emergency procedures</b>	<p>PC11. Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency.</p> <p>PC12. Follow emergency procedures as per company standards and workplace requirements.</p> <p>PC13. Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements.</p>

	<p>PC14. Provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques.</p> <p>PC15. Recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate</p> <p>PC16. Dispose off medical waste in accordance with workplace requirements</p> <p>PC17. Report details of first aid administered in accordance with work place procedures.</p>
<b>Maintain standard safety procedures at the workplace</b>	<p>PC18. Comply with general safety procedures of the company</p> <p>PC19. Follow standard safety procedures while handling equipment, hazardous material or tool</p> <p>PC20. Check parts of the workplace and take preventive actions like spraying and other steps to protect from leakages, water logging, pests, fire, pollution, etc.</p> <p>PC21. Ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure</p> <p>PC22. Keep the workplace organized, swept, clean and hazard free</p>
<b>Participate in safety awareness campaigns</b>	<p>PC23. Attend fire drills and other safety related workshops organized at the workplace</p> <p>PC24. Be aware of first aid, evacuation and emergency procedures</p> <p>PC25. Be alert of any events and do not be negligent to any safety procedures to be followed</p>
<b>Understand potential sources of accidents</b>	<p>PC26. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment</p>
<b>Use safety gears to avoid accidents</b>	<p>PC27. Use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace)</p> <p>PC28. Handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational context</b>	<p>The individual on the job needs to know and understand:</p> <p>KA1. Company's policies on incentives, delivery standards, and personnel management</p> <p>KA2. Company occupational safety and health policy followed</p> <p>KA3. Company emergency evacuation procedure</p> <p>KA4. Company's medical policy</p> <p>KA5. Company laws and acts</p>
	<p>KB1. The risks to health and safety and the measures to be taken to control those risks in the area of work</p>

<b>B. Technical knowledge</b>	KB2. Workplace procedures and requirements for the handling of workplace injuries / illnesses. KB3. Basic emergency first aid procedure KB4. Local emergency services KB5. Reporting on accidents, incidents and problems to appropriate authorities. KB6. How to use machines as per standard operating procedure KB7. How to maintain work area safe and secure KB8. Use of hazardous materials, tools and equipments KB9. Emergency evacuation and first aid procedures to be followed KB10. Personal hygiene and fitness requirements KB11. General duties under the relevant health and safety legislation KB12. What personal protective equipment and clothing should be worn and how it is cared for KB13. The correct and safe way to use materials and equipment required for work KB14. The importance of good housekeeping in the workplace KB15. Safe disposal methods for waste KB16. Methods for minimizing environmental damage during work
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The individual on the job needs to know and understand how to: SA1. Record data which are required for record keeping purpose SA2. Report problems to the appropriate person in a timely manner SA3. Write descriptions and details about incidents in reports
	<b>Reading Skills</b>
	The individual on the job needs to know and understand how to: SA4. Read instruction manuals for hand tools and equipment SA5. Read instructions on work orders and procedures
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	The individual on the job needs to know and understand how to: SA6. Receive instructions and seek advice from supervisors and managers SA7. Communicate clearly and effectively with others
	<b>Decision Making</b>
	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
<b>Plan and Organize</b>	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.
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	The individual on the job needs to know and understand how to: SB5. Use first aid treatment in case of any injury/accident.
	<b>Analytical Thinking</b>
	SB6. Monitor and maintain the condition of tools and equipment SB7. Assess situation & identify appropriate control measures
	<b>Critical Thinking</b>
	The individual on the job needs to know and understand how to: SB8. Act, communicate and report in emergency situation



## NOS Version Control

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



## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role**        Saw Mill Technician  
**Qualification Pack**    RSC/ Q 6201  
**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

<b>Assessment Strategy</b>			<b>Marks Allocation</b>		
<b>NOS</b>	<b>Elements</b>	<b>Performance Criteria</b>	<b>Total</b>	<b>Theor y</b>	<b>Practi cal</b>
<a href="#">RSC/N 6201</a> <a href="#">Saw Milling</a>	<b>Materials Assessment</b>	PC1. Assess the quality of rubber wood round logs in each batch	8	6	2
		PC 2 Check the quantity of rubber wood round log in each batch	8	4	4
		PC 3 Report and handle any non conformity in quality and quantity of material	6	2	4
		PC 4 Ensure appropriate use and minimum wastage of materials	6	4	2
	<b>Machinery maintenance</b>	PC 5 Ensure proper cleanliness and maintenance of machines	6	4	2
		PC 6 Detect machine problems and use preventive maintenance techniques	10	6	4
		PC 7 Trouble shoot the mechanical /electrical complaints of the machinery	10	4	6
	<b>Technical Guidance</b>	PC 8 Provide technical guidance to contractors to achieve the targeted volume as per the schedule	8	6	2
		PC 9 Provide technical guidance to the saw mill contractor regarding the sizes to be sawn out as per company's requirement.	8	6	2

		PC 10 Guide team members to undertake operations using personal safety measures (gloves, masks etc) and other safety devices.	10	6	4
	<b>Team Management</b>	PC 11 Allot work as per the technical experience of machine operations	10	6	4
		PC 12 Provide training to team members to update the practical knowledge	10	6	4
			<b>100</b>	<b>60</b>	<b>40</b>
<a href="#">RSC/N 5001</a> <a href="#">To carry out housekeeping</a>	<b>Pre housekeeping activities</b>	PC1 Inspect the area while taking into account various surfaces	6	2	4
		PC2 Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain	4	2	2
		PC3 Ensure that the cleaning equipment is in proper working condition	5	2	3
		PC4 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
		PC5 Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces	6	2	4
		PC6 Inform the affected people about the cleaning activity	4	0	4
		PC7 Display the appropriate signage for the work being conducted	5	2	3
		PC8 Ensure that there is adequate ventilation for the work being carried out	4	2	2
		PC9 Wear the personal protective equipment required for the cleaning method and materials being used	5	2	3
	<b>Operations</b>	PC10 Use the correct cleaning method for the work area, type of soiling and surface	4	2	2
		PC11 Carry out cleaning activity without disturbing others	5	1	4
		PC12 Deal with accidental damage, if any, caused while carrying out the work	2	0	2
		PC13 Report to the appropriate person any difficulties in carrying out the work	4	1	3

		PC14 Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill	4	1	3	
	<b>Post housekeeping activities</b>	PC15 Ensure that there is no oily substance on the floor to avoid slippage	6	2	4	
		PC16 Ensure that no scrap material is lying around	4	0	4	
		PC17 Maintain and store housekeeping equipment and supplies	4	2	2	
		PC18 Follow workplace procedures to deal with any accidental damage caused during the cleaning process	2	0	2	
		PC19 Ensure that, on completion of the work, the area is left clean and dry and meets requirements	3	1	2	
		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	5	2	3	
		PC21 Dispose off the waste generated from the activity in an appropriate manner	4	0	4	
		PC22 Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly	4	2	2	
		PC23 Maintain schedules and records for housekeeping duty	4	2	2	
		PC24 Replenish any necessary supplies or consumables	2	0	2	
				<b>100</b>	<b>30</b>	<b>70</b>
<a href="#">RSC/N 5007 Health and safety</a>		<b>Maintain a clean and efficient workplace</b>	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
<b>Render appropriate emergency procedures</b>	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	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.			

	PC17.Report details of first aid administered in accordance with work place procedures	4	2	2
<b>Maintain standard safety procedures at the workplace</b>	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
	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
<b>Participate in safety awareness campaigns</b>	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
<b>Understand potential sources of accidents</b>	PC26.Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment	6	2	4
<b>Use safety gears to avoid accidents</b>	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
		<b>100</b>	<b>40</b>	<b>60</b>