

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- Machine Operator

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Natural Rubber (NR) Plantation

OCCUPATION: Production - Rubber Wood

REFERENCE ID: RSC/ Q 6202

ALIGNED TO: NCO-2004/NII

Brief Job Description: Machine Operator is responsible for operating all the machines of the factory including machines in saw mill, primary processing like kilns , CTP etc and imported machineries like four side planar, finger jointing etc.

Personal Attributes: This job requires the individual to work independently and be comfortable in performing procedural work.He should be result oriented and positive in attitude.The individual must be attentive and focused in attaining the set objectives . He should be able to handle multiple tasks and smart to resolve any problem emanating in machine and material at the level of production he/she is engaged in .

Qualifications Pack For Machine Operator

Job Details	Qualifications Pack Code	RSC/ Q 6202		
	Job Role	Machine Operator		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Rubber Industry	Drafted on	22/06/2015
	Sub-sector	Rubber wood processing	Last reviewed on	22/06/2015
	Occupation	Production - Rubber Wood	Next review date	22/06/2017
	NSQC Clearance on	20/07/2015		

Job Role	Machine Operator
Role Description	Machine Operator is responsible for operating all the machines of the factory including machines in saw mill, primary processing like kilns , CTP etc and imported machineries like four side planar, finger jointing etc.
NSQF level	4
Minimum Educational Qualifications*	ITI – Desirable
Maximum Educational Qualifications*	NA
Training (Suggested but not mandatory)	Training in wood working machine operation and maintenance conducted by competent authority/machine manufacturers.
Minimum Job Entry Age	18 years
Experience	Minimum 1 year experience in wood working machines.
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> RSC/ N 6202 (Prepare machines, collect material and operate machine) 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 Machine Operator

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 preparing the machines, collecting material and operating machines for rubber wood processing.

RSC / N 6202
Prepare machines, collect material and operate machine

National Occupational Standard

Unit Code	RSC / N 6202
Unit Title (Task)	Prepare machine, collect material and operate machine
Description	This unit is about preparing the machines, collecting material and operating machines for rubber wood processing.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Equipment readiness • Raw material appropriateness • Operation and maintenance • Health & Safety
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Equipment readiness	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Ensure that the machine is clean and ready to use.</p> <p>PC2. Ensure that the tools required for machine operation are ready.</p> <p>PC3. Ensure proper functioning of different upstream and downstream equipment attached with the Machine</p> <p>PC4. Set parameters for the equipment as per company's SOP</p>
Raw material appropriateness	<p>PC1. Check the raw material parameters and ensure that all the material used confirms to the set quality standards.</p> <p>PC2. Ensure the availability of materials for the required continuous operation as per specification</p> <p>PC3. Ensure all balance unused left over materials are stored properly to avoid any contamination or deterioration during storage and are used later.</p>
Operation and maintenance	<p>PC1. Follow the standard operating procedures for rubber wood processing machines</p> <p>PC2. Monitor functioning of machines at various speed levels</p> <p>PC3. Ensure that proper maintenance of machines is carried out regularly</p> <p>PC4. Take action for trouble shooting and rectification during machine operation</p>
Health & Safety	<p>PC5. Precaution against putting Finger / Hand inside the machine</p> <p>PC6. Adhere to all safety norms (such as wearing protective gloves, mask and safety shoes).</p> <p>PC7. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational</p>

RSC / N 6202
Prepare machines, collect material and operate machine

	standards.
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Implications of poorly prepared machine and equipments. KA2. Importance of identifying non-conforming materials and their storage. KA3. Risk and impact of not following defined procedures/work instructions. KA4. Escalation matrix for reporting identified problems KA5. Types of documentation in organization and importance of the same KA6. Records to be maintained and the implications of their non-maintenance. KA7. Importance of housekeeping activities. KA8. Health, safety and environment guidelines, legislation and regulations as applicable. KA9. Personal protection (which protective equipment to be used and how). KA10. Impact of poor practices on health, safety and environment. KA11. Potential hazards and actions to minimize them. KA12. Importance of FIFO and good shop floor practices (for example, 5S). KA13. Impact of various practices on cost, quality, productivity, delivery and safety. KA14. Handover/Takeover of the equipment/work area as per the organizational SOP.
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Machine operations, maintenance and cleaning of machine at regular intervals KB2. Various abnormalities and suitable response for abnormalities in equipment performance. KB3. Implications of delays in the preparation process. KB4. Types of defects leading to rejections and their indicators, reasons and possible solutions. KB5. Cleanliness and safety requirements for machine operations KB6. Units of measurement KB7. Response to emergencies, for example, power failures, fire, system failures, spillages and manual intervention to avoid disasters. KB8. Basic arithmetic KB9. Potential problems in machine operation KB10. Effect of improper machine operation on the properties of product.
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate activity logs in required format of the company SA3. Write simple letters, mails, etc

RSC / N 6202
Prepare machines, collect material and operate machine

	SA4. Maintain the machine maintenance register (also a machine history card regarding maintenance) and production register of the particular machine.
	Reading Skills
	The user/individual on the job needs to know and understand how to:
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	SA6. Read images, graphs, diagrams
	SA7. Understand the various coding systems as per company norms
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA8. Express statements, opinions or information clearly so that others can hear and understand
	SA9. Respond appropriately to any queries
	SA10. Communicate with supervisor
SA11. Communicate with upstream and downstream teams	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. Take decision on proper maintenance activities
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB2. Plan processing operation as per the production schedule
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB3. Solve problems arising during machine operations
Analytical Thinking	
The user/individual on the job needs to know and understand how to:	
SB4. Diagnose common problems in the machine and materials based on visual inspection	
SB5. Suggest improvements(if any) in process based on experience	
Critical Thinking	
NA	

RSC / N 6202
Prepare machines, collect material and operate machine
NOS Version Control

NOS Code	RSC / N 6202		
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 - Rubber Wood	Next review date	22/06/2017



National Occupational Standard



Overview

This unit is about carrying out housekeeping.

To carry out housekeeping activities

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> <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>
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>

To carry out housekeeping activities

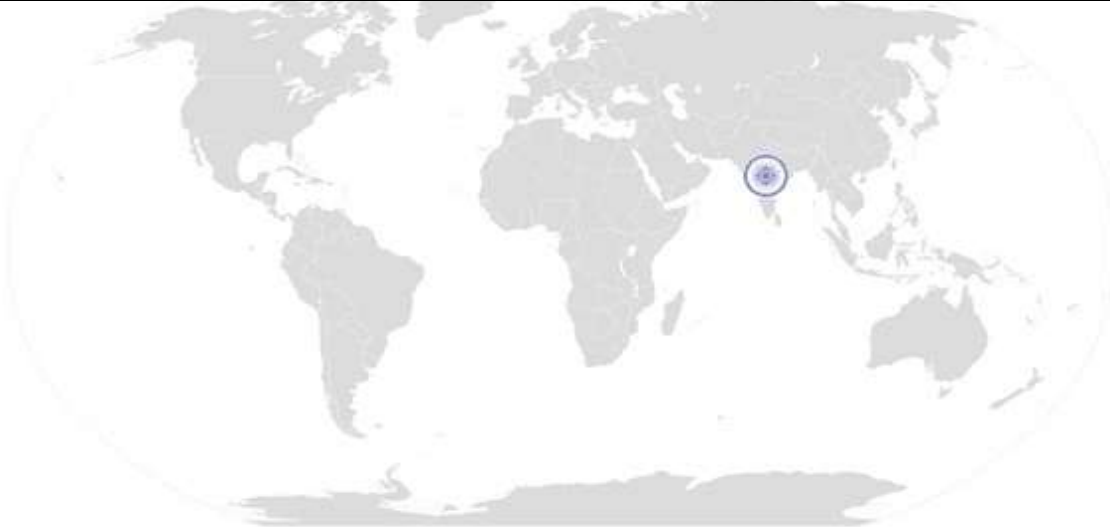
	<p>PC17. Maintain and store housekeeping equipment and supplies</p> <p>PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process</p> <p>PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements</p> <p>PC20. Return 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 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>

To carry out housekeeping activities

	KB18. Escalation procedures for soils or stains that could not be removed
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams SA7. Understand the various coding systems as per company norms
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA8. Express statements, opinions or information clearly so that others can hear and understand SA9. Respond appropriately to any queries SA10. Communicate with supervisor SA11. Communicate with upstream and downstream teams SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)
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.

To carry out housekeeping activities

	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
	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

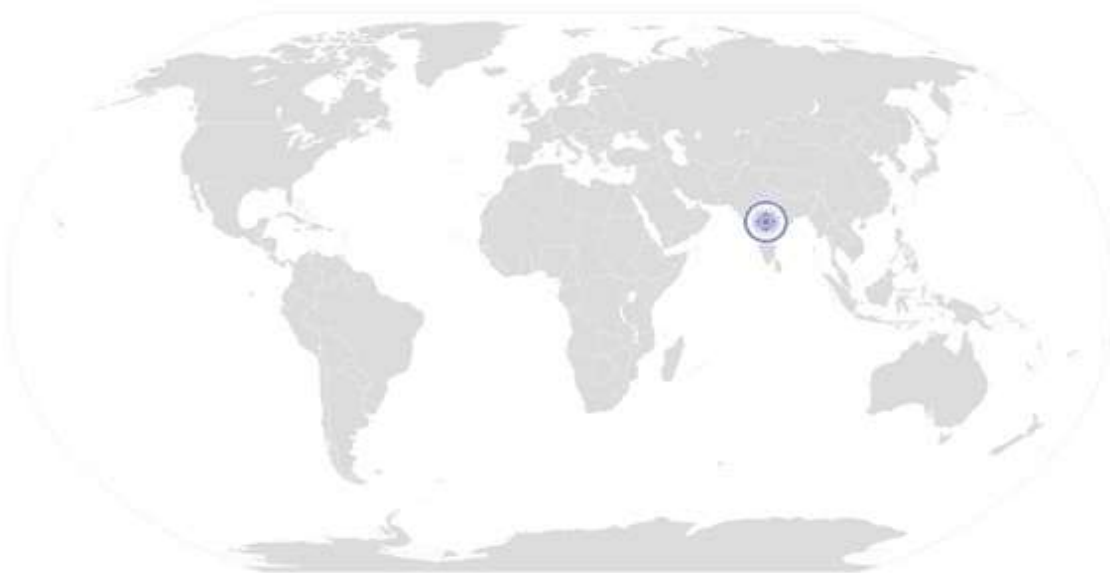


NOS Version Control

NOS Code	RSC / N 5001		
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 - Rubber Wood	Next review date	22/06/2017



National Occupational Standard



Overview

This unit is about 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 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> <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>

To Carry Out Reporting And Documentation

	<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 and Understanding 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>
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	<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>
	Decision Making
<p>The individual on the job needs to know and understand how to:</p> <p>SB1. Choose work procedures</p> <p>SB2. Select appropriate hand tools and personal protection devices considering safety requirements, materials being used etc.</p> <p>SB3. Identify the need for first aid and render it accordingly</p>	
Plan and Organize	

To Carry Out Reporting And Documentation

	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
	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	



To Carry Out Reporting And Documentation

NOS Version Control

NOS Code	RSC / N 5002		
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 - Rubber Wood	Next review date	22/06/2017



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Machine Operator
Qualification Pack RSC/ Q 6202
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
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NOS	Elements	Performance Criteria	Total	Theory	Practical
RSC/ N 6202 (Prepare machines, collect material and operate machine)	Equipment Readiness	PC1.Ensure that the machine is clean and ready to use.	6	4	2
		PC 2Ensure that the tools required for machine operation are ready.	6	4	2
		PC 3Ensure proper functioning of different upstream and downstream equipment attached with the Machine	10	6	4
		PC 4Set parameters for the equipment as per company's SOP	10	6	4
	Raw material appropriateness	PC 5 Check the raw material parameters and ensure that all the material used confirms to the set quality standards.	6	4	2
		PC 6 Ensure the availability of materials for the required continuous operation as per specification	8	4	4
		PC 7Ensure all balance unused left over materials are stored properly to avoid any contamination or deterioration during storage and are used later.	6	4	2

	Operation and maintenance	PC 8 Follow the standard operating procedures for rubber wood processing machines	8	4	4
		PC 9 Monitor functioning of machines at various speed levels	8	6	2
		PC 10 Ensure that proper maintenance of machines is carried out regularly	8	4	4
		PC 11Take action for trouble shooting and rectification during machine operation	6	4	2
	Health & Safety	PC 12 Precaution against putting Finger / Hand inside the machine	6	2	4
		PC 13Adhere to all safety norms (such as wearing protective gloves ,mask and safety shoes).	8	6	2
		PC 14Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	4	2	2
			100	60	40
RSC / N 5001To carry out housekeeping	Pre housekeeping activities	PC 15 Inspect the area while taking into account various surfaces	6	2	4
		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 an 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