

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

Qualifications Pack- Compression Moulding Operator

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: 1. Tyre 2. Non- Tyre

OCCUPATION: Moulding/curing

REFERENCE ID: RSC/ Q 0205

Brief Job Description: The compression moulding machine operator is responsible for operating the machine and feeding the rubber compound and other required materials into the machine for making rubber parts.

Personal Attributes: This job requires the individual to be result oriented. At all times he should strive to achieve highest quality standards. The operator is expected to be able to work in a factory environment.

Job Details	Qualifications Pack Code	RSC/ Q 0205		
	Job Role	Compression Moulding Operator		
	Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1.0
	Sector	Rubber Manufacturing	Drafted on	20/03/13
	Sub-sector	Tyre and Non- tyre	Last reviewed on	05/05/13
	Occupation	Moulding/Curing	Next review date	05/05/14

Job Role	Compression Moulding Operator
Role Description	The compression moulding machine operator is responsible for operating the machine and feeding the rubber compound and other required materials into the machine for making rubber parts .
NVEQF/NVQF level	4
Minimum Educational Qualifications*	Class X
Maximum Educational Qualifications*	ITI/Graduate in Science
Training (Suggested but not mandatory)	Training on operation of machinery
Experience	Worked as a semi-skilled helper for 3-6 months in the same role
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> RSC/ N0501 (Prepare compression moulding machine) RSC/ N0502 (Perform compression moulding operation) RSC/ N0503 (Undertake post compression moulding activities) RSC/ N5001 (To carry out housekeeping) RSC/ N5002 (To carry out reporting and documentation) RSC/ N5003 (To carry out quality checks) RSC/ N5004 (To carry out problem identification and escalation) Optional: <ol style="list-style-type: none"> NA
Performance Criteria	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.

National Occupational Standard



Overview

This unit is about preparing compression moulding machine and other accessories for compression moulding operation to make rubber products

National Occupational Standard	Unit Code	RSC / N 0501
	Unit Title (Task)	Prepare compression moulding machine
	Description	This unit is about preparing equipment for compression moulding operation
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Ensuring housekeeping and safety in the moulding area Prepare the moulding machine (Hydraulic press) Setting parameters on the moulding machine Loading the mould
	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 compression moulding machine is clean and fit for use as per SOP</p> <p>PC2. Ensure emergency safety feature of machine is working</p> <p>PC3. Select the correct mould</p> <p>PC4. Ensure that the mould is clean</p> <p>PC5. Assemble the mould properly on the platten</p> <p>PC6. Load the mould on the press for preheating and clamp properly after checking alignment.</p> <p>PC7. Set parameters for the press (cycle time, temperature and ram pressure) , as per company's SOP</p> <p>PC8. Apply the mould release agent appropriately as per SOP</p> <p>PC9. Keep all the accessories like cleaning brush, mould release lever (made of brass or aluminum flat), mould release agent ready</p>
	Raw material appropriateness	<p>PC10. Ensure that rubber compound to be fed is approved by laboratory as per SOP</p> <p>PC11. Match the batch code of each rubber compound with the batch code on the job schedule given by the planning department, ensuring FIFO.</p> <p>PC12. Cut the rubber compound as per desired specification(shape, size and weight)</p> <p>PC13. Weigh the blank pieces and ensure that they meet the requirement</p> <p>PC14. Ensure, by visual inspection, that rubber compound is of desired quality (free of contamination/ bloom)</p>
	Health & Safety	<p>PC15. Ensure housekeeping/safety in the moulding area as per SOP</p> <p>PC16. Use lifting equipment such as forklift / Trolleys while lifting heavy materials such as moulds to avoid physical injury.</p> <p>PC17. Ensure mould lifting/ ejection/ slide mechanism of the press are properly functioning</p>

	<p>PC18. Ensure that signage indicating hot surfaces is put up wherever necessary</p> <p>PC19. Adhere to all safety norms (like wearing protective gloves, shoes)</p> <p>PC20. Comply with health, safety, environment guidelines, regulations in accordance with international/national standards or organizational SOP</p>
Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Knowledge of moulding operation and different type of moulds & presses.</p> <p>KA2. Different types of mould release agents</p> <p>KA3. Implications of poorly prepared equipment, power failure</p> <p>KA4. Importance of identifying non-conforming material and storage of the same</p> <p>KA5. Risk and impact of not following defined procedures/work instructions</p> <p>KA6. Escalation matrix for reporting identified problems</p> <p>KA7. Types of documentation in organization and importance of the same</p> <p>KA8. Records to be maintained and implications of non-maintenance of the same</p> <p>KA9. Importance of housekeeping (knowledge of 3S and 5S)</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 poor practices on health, safety and environment</p> <p>KA13. Potential hazards and actions to minimize the same</p> <p>KA14. Escalation matrix and escalation procedure for reporting hazards</p> <p>KA15. Importance of FIFO</p> <p>KA16. The usage of fire extinguisher</p> <p>KA17. Impact of various practices on cost, quality, productivity, delivery and safety</p> <p>KA18. Handover/ Takeover the equipment/ work area as per company's SOP</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Health hazards of process</p> <p>KB2. Possible causes of common moulding problems & their remedies</p> <p>KB3. Functioning of steam traps (correlation of steam pressure and temperature)/ thermic / electrical heating systems)</p> <p>KB4. Influence of different process parameters (e.g. time, temperature, pressure) on moulding operation and product performance.</p> <p>KB5. Use of mould release agents</p> <p>KB6. Type of defects/problems leading to rejections, indicators, reasons and possible solutions.</p> <p>KB7. Cleanliness and safety requirements for commencing a moulding batch operation</p> <p>KB8. Units of measurement</p> <p>KB9. Response to emergencies e.g. Power failures, fire and system failures and manual intervention to avoid disaster</p> <p>KB10. Appropriate batch size with respect to appropriate machinery</p>

Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes
	Reading and Understanding 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)
	Integrity
	The user/individual on the job needs to know and understand how to: SA13. Practice honesty with respect to company property and time SA14. Communicate with people in a form and manner and using language that is open and respectful SA15. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust
	Motivation
	The user/individual on the job needs to know and understand how to: SA16. Take responsibility for completing one's own work assignment SA17. Take initiative to enhance/learn skills in one's area of work SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning. SA19. Is open to new ways of doing things SA20. The capacity to envisage and articulate personal goals; to develop strategies

	and take action to achieve them.
	Reliability
	The user/individual on the job needs to know and understand how to: SA21. Avoid absenteeism SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations SA23. Work in disciplined factory environment SA24. Be punctual
B. Professional Skills	Material and Equipment Handling
	The user/individual on the job needs to know and understand how to: SB1. Handle moulding machine SB2. Assemble/load mould on the plate SB3. Handle rubber compound SB4. Handle chemicals SB5. The capacity to apply technology, combining the physical and sensory skills needed to operate equipment with the understanding of scientific and technological principles needed to explore and adapt systems.
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB6. Diagnose common problems in the machine based on visual inspection, sound , temperature etc SB7. Suggest improvements(if any) in process based on experience

NOS Version Control

NOS Code	RSC / N 0501		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1.0
Industry	Rubber Manufacturing	Drafted on	20/03/13
Industry Sub-sector	Tyre and Non- tyre	Last reviewed on	05/05/13
		Next review date	05/05/14



National Occupational Standard



Overview

This unit is about performing compression moulding operation to make rubber products

Perform Compression Moulding Operation

National Occupational Standard	Unit Code	RSC / N 0502
	Unit Title (Task)	Perform compression moulding operation
	Description	This unit is about performing compression moulding operation
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Ensuring housekeeping and safety in the moulding area Operate the machine Feed rubber compound and other materials into the machine Does not cover blown/expanded products
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Raw material appropriateness	<p>To be competent, the user/individual on the job must be able to :</p> <p>PC1. Handle the rubber compound to avoid contamination</p>
	Operation	<p>PC2. Load the identified material in the correct pattern as per SOP to minimize material overflow/ wastage/ excess flash</p> <p>PC3. Properly close the press and apply pressure uniformly</p> <p>PC4. Bump the press to ensure that air is eliminated</p> <p>PC5. Ensure that moulding pressure and temperature is maintained during the curing cycle</p> <p>PC6. Cure the product as per SOP</p>
	Health & Safety	<p>PC7. Ensure housekeeping/safety in the moulding area as per SOP</p> <p>PC8. Ensure mould lifting/ ejection/ slide mechanism of the press are properly functioning</p> <p>PC9. Adhere to all other safety norms (like wearing shoes, hand gloves, safety glasses)</p> <p>PC10. Comply with health, safety, environment guidelines, regulations in accordance with international/national standards or organizational SOP</p>
	Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Different types of batches that are run in plant</p> <p>KA2. Knowledge of moulding process and effect of the same</p> <p>KA3. Types of heating processes (steam/electrical/thermo fluid)</p> <p>KA4. Implications of poorly prepared material, power failure</p> <p>KA5. Material disposal procedure, importance of appropriate disposal of material and implications of not following the material disposal procedure</p>	

Perform Compression Moulding Operation

	<p>KA6. Quality and damage checks to be done and importance of the same</p> <p>KA7. Importance of identifying non-conforming products and storage of the same</p> <p>KA8. Risk and impact of not following defined procedures/work instructions</p> <p>KA9. Escalation matrix for reporting identified issues</p> <p>KA10.Types of documentation in organization and importance of the same</p> <p>KA11.Records to be maintained and implications of non-maintenance of the same</p> <p>KA12.Importance of housekeeping & good shop floor practices (knowledge of 3S and 5S)</p> <p>KA13.Health, Safety and Environment guidelines, legislation and regulations as applicable</p> <p>KA14.Personal protection(Which protective equipment to be used and how)</p> <p>KA15.Impact of poor practices on health, safety and environment</p> <p>KA16.Potential hazards and actions to minimize the same</p> <p>KA17.Escalation matrix and escalation procedure for reporting hazards</p> <p>KA18.Importance of FIFO</p> <p>KA19.The usage of different fire extinguisher</p> <p>KA20.Impact of various practices on cost, quality, productivity, delivery and safety</p> <p>KA21.Handover/ Takeover the equipment/ work area as per company's SOP</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different types of moulds, including various components of moulds and their function</p> <p>KB2. Possible causes of common moulding problems & their remedies</p> <p>KB3. Different types of press (hydraulic, sideplate, C –Frame etc.) including various components press and their function.</p> <p>KB4. Cleanliness and safety requirements for operating a moulding machine</p> <p>KB5. Influence of various dimension (size, shape and complexity) of perform/blank on cost and product quality.</p> <p>KB6. Influence of process parameters (e.g. time, temperature, pressure) on moulding operation/product performance</p> <p>KB7. Compression moulding operation including closing and opening of the presses for quality product</p> <p>KB8. Operation of moulding machine (Equipment working, possible setting levels, typical process followed for different batches)</p> <p>KB9. Operation of multiple presses with common power pack and importance of sequencing</p> <p>KB10. Specific pressure required for different types of moulding</p> <p>KB11. Influence of time and temperature on curing of thick products</p> <p>KB12. State of curing – undercuring and overcuring</p> <p>KB13. Type of defects/problems leading to rejections, indicators, reasons and possible solutions.</p> <p>KB14. Effect of improper processing on properties of rubber compound & product</p> <p>KB15. Units of measurement</p>

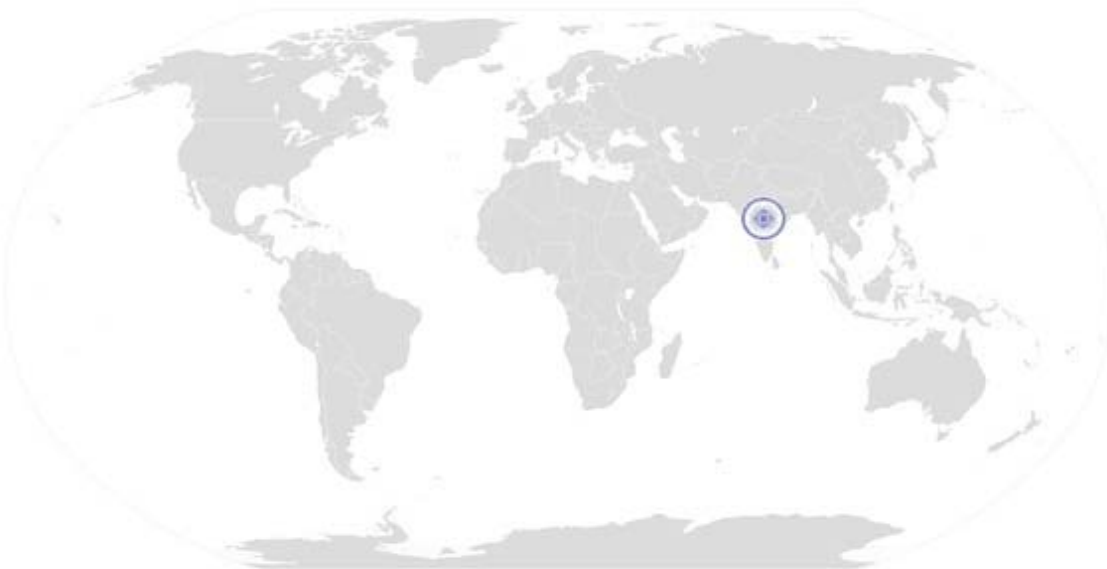
	<p>KB16. Response to emergencies e.g. Power failures, fire and system failures and manual intervention to avoid disaster</p> <p>KB17. Appropriate batch size with respect to appropriate machinery</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to 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>
	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>
	Integrity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA13. Practice honesty with respect to company property and time</p> <p>SA14. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA15. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust</p>
	Motivation
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA16. Take responsibility for completing one's own work assignment</p> <p>SA17. Take initiative to enhance/learn skills in one's area of work</p>

Perform Compression Moulding Operation

	SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning.
	SA19. Is open to new ways of doing things
	SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.
	Reliability
	The user/individual on the job needs to know and understand how to:
	SA21. Avoid absenteeism
	SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
	SA23. Work in disciplined factory environment
	SA24. Be punctual
B. Professional Skills	Material and Equipment Handling
	The user/individual on the job needs to know and understand how to:
	SB1. Handle and operation of moulding machine and related accessories
	SB2. Handle rubber compound
	SB1. Handle chemicals
SB2. The capacity to apply technology, combining the physical and sensory skills needed to operate equipment with the understanding of scientific and technological principles needed to explore and adapt systems.	
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB3. Diagnose common problems in the machine based on visual inspection, sound , temperature etc
	SB4. Suggest improvements(if any) in process based on experience

NOS Version Control

NOS Code	RSC / N 0502		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1.0
Industry	Rubber Manufacturing	Drafted on	20/03/13
Industry Sub-sector	Tyre and Non- tyre	Last reviewed on	05/05/13
		Next review date	05/05/14



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National Occupational Standard



Overview

This unit is about undertaking activities post compression moulding operation to make rubber products

Undertake Post Compression Moulding Activities

Unit Code	RSC / N 0503
Unit Title (Task)	Undertake post compression moulding activities
Description	This unit is about undertaking activities after performing moulding operation
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Ensuring housekeeping and safety in the moulding area Remove cured piece Trim the piece to remove flash Form appropriate batches of the product Mark the batch for proper identification for further processing Send sample to lab for testing
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Operation	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Remove cured product properly as per SOP PC2. Ensure post cure wherever required as per SOP PC3. Remove the compound flash from the mould and ensure clean mould for next cycle as per SOP PC4. Trim the piece to remove flash in a manner that does not cause injury to the operator or the product as per SOP PC5. Ensure surface treatment of the cured product wherever required as per SOP</p>
Material disposal	PC6. Dispose waste material in safe manner as per company's SOP
Batch Marking	PC7. Ensure identification and traceability by batch marking/ coding for the right product as per instructions laid down by the company (in terms of batch number, colour, date stamp)
Sampling	<p>PC8. Send sample of specified compound/ batch in specified form to lab for testing PC9. Send the remaining material to the designated storage area</p>
Health & Safety	<p>PC10. Ensure mould lifting/ ejection/ slide mechanism of the press are properly functioning PC11. Adhere to all safety norms (like wearing protective gloves, shoes, safety glasses) PC12. Comply with health, safety, environment guidelines, regulations in accordance with international/national standards or organizational SOP</p>
Knowledge and Understanding (K)	

Undertake Post Compression Moulding Activities

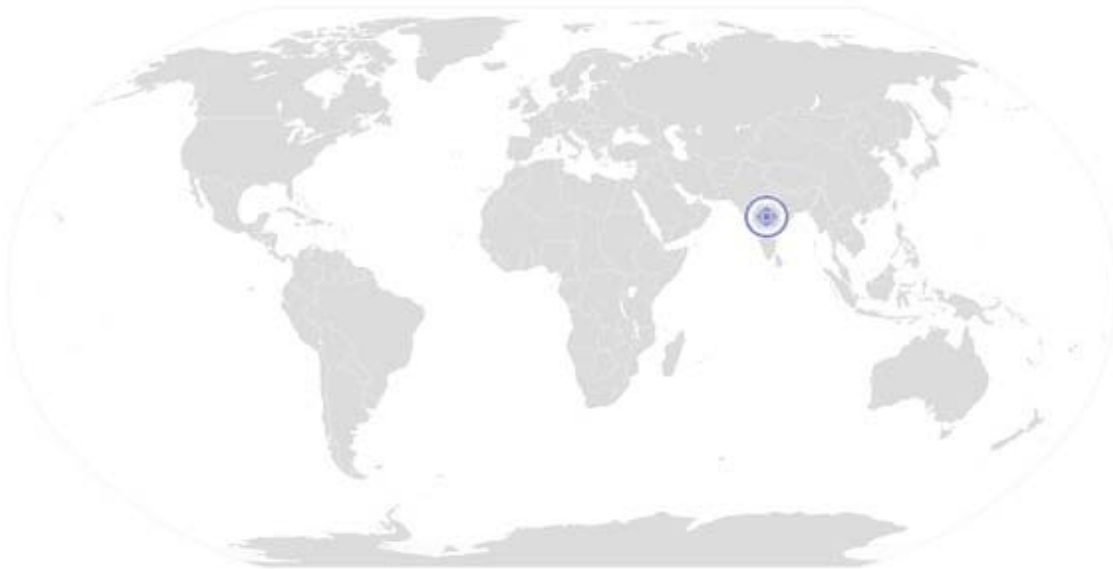
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Implications of poorly prepared material, power failure KA2. Use of instruments to check dimensions KA3. Significance of batch marking KA4. Importance of identifying non-conforming product and storage of the same KA5. Risk and impact of not following defined procedures/work instructions KA6. Escalation matrix and procedure for reporting identified problems KA7. Types of documentation in organization and importance of the same KA8. Records to be maintained and implications of non-maintenance of the same KA9. Importance of housekeeping (knowledge of 3S and 5S) KA10. Health, Safety and Environment guidelines, legislation and regulations as applicable KA11. Personal protection(Which protective equipment to be used and how) KA12. Potential hazards and actions to minimize the same KA13. Impact of poor practices on health, safety and environment KA14. Escalation matrix and procedure for reporting hazards KA15. Handover/ Takeover the equipment/ work area as per company's SOP</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Mould fouling and remedial measures KB2. Possible causes of common moulding problems & their remedies KB3. Loading/unloading mechanisms and aids KB4. State of curing – undercuring and overcuring KB5. The process and importance of quality check, including visual, hardness and dimension check KB6. Cleanliness and safety requirements for deflashing KB7. Type of defects/problems leading to rejections, indicators, reasons and possible solutions. KB8. Units of measurement KB9. Coding systems for identification and traceability KB10. Use of weighing scales, temperature measurement KB11. Storage life of the compound KB12. Ambient temperature and effect on compound</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. 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</p>

Undertake Post Compression Moulding Activities

	estimation and approximation, for practical purposes
	Reading and Understanding 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)
	Integrity
	The user/individual on the job needs to know and understand how to: SA13. Practice honesty with respect to company property and time SA14. Communicate with people in a form and manner and using language that is open and respectful SA15. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust
	Motivation
	The user/individual on the job needs to know and understand how to: SA16. Take responsibility for completing one's own work assignment SA17. Take initiative to enhance/learn skills in one's area of work SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning. SA19. Is open to new ways of doing things SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.
	Reliability
	The user/individual on the job needs to know and understand how to: SA21. Avoid absenteeism SA22. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations SA23. Work in disciplined factory environment SA24. Be punctual

Undertake Post Compression Moulding Activities

B. Professional Skills	Material and Equipment Handling
	The user/individual on the job needs to know and understand how to: SB1. Handling tools for deflashing SB2. Handle rubber product SB3. Handle chemicals
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB4. Diagnose common problems in the machine based on visual inspection, sound , temperature etc SB5. Suggest improvements(if any) in process based on experience



NOS Version Control

NOS Code	RSC / N 0503		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1.0
Industry	Rubber Manufacturing	Drafted on	20/03/13
Industry Sub-sector	Tyre and Non- tyre	Last reviewed on	05/05/13
		Next review date	05/05/14



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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	This unit/task covers the following: <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	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Inspect the area while taking into account various surfaces PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain PC3. Ensure that the cleaning equipment is in proper working condition PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces PC6. Inform the affected people about the cleaning activity PC7. Display the appropriate signage for the work being conducted PC8. Ensure that there is adequate ventilation for the work being carried out PC9. Wear the personal protective equipment required for the cleaning method and materials being used
Operations	<ul style="list-style-type: none"> PC10. Use the correct cleaning method for the work area, type of soiling and surface PC11. Carry out cleaning activity without disturbing others PC12. Deal with accidental damage, if any, caused while carrying out the work PC13. Report to the appropriate person any difficulties in carrying out your work PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill
Post housekeeping activities	<ul style="list-style-type: none"> PC15. Ensure that there is no oily substance on the floor to avoid slippage PC16. Ensure that no scrap material is lying around PC17. Maintain and store housekeeping equipment and supplies PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process PC19. Ensure that, on completion of the work, the area is left clean and dry and

	<p>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>
General	<p>PC23. Maintain schedules and records for housekeeping duty</p> <p>PC24. Replenish any necessary supplies or consumables</p>
Knowledge and Understanding (K)	
B. Technical Knowledge	<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> <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 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>
	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>
	Integrity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA13. Practice honesty with respect to company property and time</p> <p>SA14. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA15. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust</p>
	Motivation
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA16. Take responsibility for completing one's own work assignment</p> <p>SA17. Take initiative to enhance/learn skills in one's area of work</p> <p>SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning.</p> <p>SA19. Is open to new ways of doing things</p> <p>SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p>
	Reliability
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA21. Avoid absenteeism</p> <p>SA22. Act objectively, rather than impulsively or emotionally when faced with</p>

	<p>difficult/stressful or emotional situations SA23. Work in disciplined factory environment SA24. Be punctual</p>
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NOS Version Control

NOS Code	RSC / N 5001		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1.0
Industry	Rubber Manufacturing	Drafted on	20/03/13
Industry Sub-sector	Tyre and Non- tyre	Last reviewed on	05/05/13
		Next review date	05/05/14



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National Occupational Standard



Overview

This unit is about reporting and documentation

To Carry Out Reporting And Documentation

National Occupational Standard	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>KA1. Different methods of recording information</p> <p>KA2. Various documents that need to be maintained</p> <p>KA3. Company procedure for filling/maintaining up the documents</p> <p>KA4. Procedures for reporting to the appropriate authority</p> <p>KA5. Procedures for recording damage, breakages etc</p> <p>KA6. Reporting incidents where standard operating procedures are not followed</p> <p>KA7. The importance of complete and accurate documentation</p> <p>KA8. How to maintain complete documentation accurately and within agreed timescales</p> <p>KA9. The importance of ensuring that the documents are correct</p>	

To Carry Out Reporting And Documentation

	<p>KA10. The actions to be taken if the documents are not correct</p> <p>KA11. The importance of maintaining the security and confidentiality of recorded information</p> <p>KA12. Procedures to maintain confidentiality of information</p> <p>KA13. The appropriate method for responding to requests for information</p> <p>KA14. 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>
	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>
	Integrity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA13. Practice honesty with respect to company property and time</p> <p>SA14. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA15. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust</p>

To Carry Out Reporting And Documentation

	Motivation
	The user/individual on the job needs to know and understand how to: SA16. Take responsibility for completing one’s own work assignment SA17. Take initiative to enhance/learn skills in ones’s area of work SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one’s learning. SA19. Is open to new ways of doing things SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.
	Reliability
	The user/individual on the job needs to know and understand how to: SA21. Avoid absenteeism SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations SA23. Work in disciplined factory environment SA24. Be punctual



NOS Version Control

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Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1.0
Industry	Rubber Manufacturing	Drafted on	20/03/13
Industry Sub-sector	Tyre and Non- tyre	Last reviewed on	05/05/13
		Next review date	05/05/14



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National Occupational Standard



Overview

This unit is about carrying out quality checks

National Occupational Standard	Unit Code	RSC / N 5003
	Unit Title (Task)	To carry out quality checks
	Description	This unit is about carrying out quality control activities
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Carrying out quality checks to identify problems • Take corrective actions • Reporting the results
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Inspection	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure that total range of checks are regularly and consistently performed</p> <p>PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required</p>
	Analysis	<p>PC3. Identify non-conformities to quality assurance standards</p> <p>PC4. Identify potential causes of non-conformities to quality assurance standards</p> <p>PC5. Identify impact on final product due to non-conformance to company standards</p> <p>PC6. Evaluating the need for action to ensure that problems do not recur</p> <p>PC7. Suggest corrective action to address problem</p> <p>PC8. Review effectiveness of corrective action</p>
	Reporting	<p>PC9. Interpret the results of the quality check correctly</p> <p>PC10. Take up results of the findings with QC in charge/appropriate authority.</p> <p>PC11. Take up the results of the findings within stipulated time</p> <p>PC12. Record of results of action taken</p> <p>PC13. Record adjustments not covered by established procedures for future reference</p> <p>PC14. Review effectiveness of action taken</p> <p>PC15. Follow reporting procedures where the cause of defect cannot be identified</p>
	Knowledge and Understanding (K)	
B.Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The importance of quality control procedures</p> <p>KB2. Relevance and importance of activities and how they contribute to the achievement of the quality objectives,</p>	

	<p>KB3. Proper procedure for selecting the material/product and performing quality checks without affecting the material</p> <p>KB4. Availability of work instructions, as necessary,</p> <p>KB5. Characteristics of the product/material</p> <p>KB6. Use of suitable equipment</p> <p>KB7. Availability and use of monitoring and measuring devices,</p> <p>KB8. Requirements of records</p> <p>KB9. Importance of maintaining accurate up-to-date records</p> <p>KB10. The need to report within the stipulated time</p> <p>KB11. Implications of inaccurate measuring and testing instruments and equipment</p> <p>KB12. The cost of non-conformance to quality standards</p> <p>KB13. Implications (impact on internal/external customers) of defective products, materials or components</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>
	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>
Integrity	

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA13. Practice honesty with respect to company property and time</p> <p>SA14. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA15. Resolve any difficulties in relationships with colleagues , or get help from an appropriate person, in a way that preserves goodwill and trust</p>
	<p>Motivation</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA16. Take responsibility for completing one’s own work assignment</p> <p>SA17. Take initiative to enhance/learn skills in ones’s area of work</p> <p>SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one’s learning.</p> <p>SA19. Is open to new ways of doing things</p> <p>SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p>
	<p>Reliability</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA21. Avoid absenteeism</p> <p>SA22. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA23. Work in disciplined factory environment</p> <p>SA24. Be punctual</p>

NOS Version Control

NOS Code	RSC / N 5003		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1.0
Industry	Rubber Manufacturing	Drafted on	20/03/13
Industry Sub-sector	Tyre and Non- tyre	Last reviewed on	05/05/13
		Next review date	05/05/14



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National Occupational Standard



Overview

This unit is about problem identification and escalation

Unit Code	RSC / N 5004
Unit Title (Task)	To carry out problem identification and escalation
Description	This unit is about problem identification and escalation
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Identify problems across: <ul style="list-style-type: none"> - Raw materials - Compounds - Product - Equipment - Others • Identify solutions to problems • Take corrective action • Escalation of unresolved identified problems
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Problem Identification	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Identify defects/indicators of problems PC2. Identify any wrong practices that may lead to problems PC3. Identify practices that may impact the final product quality PC4. Identify if the problem has occurred before PC5. Identify other operations that might be impacted by the problem PC6. Ensure that no delays are caused as a result of failure to escalate problems</p>
Necessary Action	<p>PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required) PC8. Consider possible reasons for identification of problems PC9. Consider applicable corrections and formulate corrective action PC10. Formulate action in a timely manner PC11. Communicate problem/remedial action to appropriate parties PC12. Take corrective action in a timely manner PC13. Take corrective action for problems identified according to the company procedures PC14. Report/document problem and corrective action in an appropriate manner PC15. Monitor corrective action PC16. Evaluate implementation of corrective action taken to determine if the problem has been resolved</p>

To Carry Out Problem Identification And Escalation

	<p>PC17. Ensure that corrective action selected is viable and practical PC18. Ensure that correct solution is identified to an identified problem PC19. Take corrective action for problems identified according to the company procedures PC20. Ensure that no delays are caused as a result of failure to take necessary action</p>
<p>Problem Escalation</p>	<p>PC21. Escalate problem as per laid down escalation matrix PC22. Escalate the problem within stipulated time PC23. Escalate the problem in an appropriate manner PC24. Ensure that no delays are caused as a result of failure to escalate problems</p>
<p>Knowledge and Understanding (K)</p>	
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Indicators of problems KB2. The working of the equipment and accessories(if applicable) KB3. The impact of operations on the user and equipment(if applicable) KB4. The impact of operations on the final product (if applicable) KB5. The effect of not rectifying the problems identified KB6. The reason for the occurrence of previous problems KB7. Measures and steps that have been taken to address the previous problems KB8. Possible solutions for various problems KB9. The correct method for carrying out corrective actions outlined for each problem KB10. The impact of not carrying out the corrective actions KB11. The documentation procedure for recording such problems, as per company norms KB12. The escalation matrix for reporting problems KB13. Escalation matrix for reporting unresolved problems KB14. The time frame within which in which each problem needs to be escalated KB15. Manner in which each problem needs to be escalated</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. 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</p>

To Carry Out Problem Identification And Escalation

	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>
	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>
	Integrity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA13. Practice honesty with respect to company property and time</p> <p>SA14. Communicate with people in a form and manner and using language that is open and respectful</p> <p>SA15. Resolve any difficulties in relationships with colleagues, or get help from an appropriate person, in a way that preserves goodwill and trust</p>
	Motivation
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA16. Take responsibility for completing one's own work assignment</p> <p>SA17. Take initiative to enhance/learn skills in one's area of work</p> <p>SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning.</p> <p>SA19. Is open to new ways of doing things</p> <p>SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p>
	Reliability
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA21. Avoid absenteeism</p> <p>SA22. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA23. Work in disciplined factory environment</p> <p>SA24. Be punctual</p>

NOS Version Control

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