

# QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR RUBBER INDUSTRY



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### 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- Storage Assistant

**SECTOR: Rubber Industry**

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

**OCCUPATION: Mixing**

**REFERENCE ID: RSC/ Q 0104**

**Brief Job Description:** The job involves transporting the batch from mixing area to a designated storage area.

**Personal Attributes:** This job requires the individual to work in a factory environment. He should be physically fit, be honest and trustworthy and should be able to perform laborious work.

Job Details	<b>Qualifications Pack Code</b>	RSC/ Q 0104		
	<b>Job Role</b>	Assistant -Storage of mixed batch		
	<b>Credits(NVEQF/NVQF/NSQF) [OPTIONAL]</b>		<b>Version number</b>	1.0
	<b>Sector</b>	Rubber Manufacturing	<b>Drafted on</b>	20/03/13
	<b>Sub-sector</b>	Tyre and Non- tyre	<b>Last reviewed on</b>	05/05/13
	<b>Occupation</b>	Mixing	<b>Next review date</b>	05/05/14

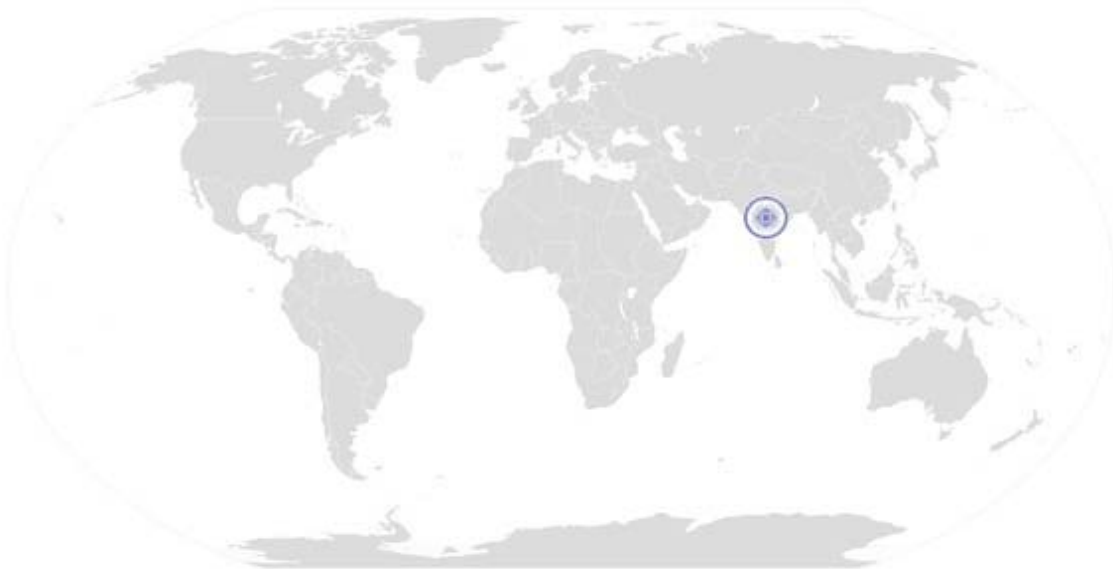
<b>Job Role</b>	<b>Storage Assistant</b>
<b>Role Description</b>	The job involves transporting the batch from mixing area to a designated storage area.
<b>NVEQF/NVQF level</b>	3
<b>Minimum Educational Qualifications*</b>	Class VIII
<b>Maximum Educational Qualifications*</b>	ITI
<b>Training</b> (Suggested but not mandatory)	-
<b>Experience</b>	In lieu of minimum qualification the employee has worked as a semi-skilled helper for minimum 6 months in the same role.
<b>Applicable National Occupational Standards (NOS)</b>	<b>Compulsory:</b> <ol style="list-style-type: none"> <li>RSC/ N0401 (<a href="#">Prepare storage area and equipment for storing rubber compound</a> )</li> <li>RSC/ N0402 (<a href="#">Transport and store mixed rubber compound</a> )</li> <li>RSC/ N5001 (<a href="#">To carry out housekeeping</a>)</li> <li>RSC/ N5002 (<a href="#">To carry out reporting and documentation</a>)</li> <li>RSC/ N5003 (<a href="#">To carry out quality checks</a>)</li> <li>RSC/ N5004 (<a href="#">To carry out problem identification and escalation</a> )</li> </ol> <b>Optional:</b> <ol style="list-style-type: none"> <li>NA</li> </ol>
<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.

Prepare storage area and equipment for storing rubber compound

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# National Occupational Standard



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## Overview

This unit is about preparing storage area and equipment for storing rubber compound/mix

Prepare storage area and equipment for storing rubber compound

National Occupational Standard	<b>Unit Code</b>	RSC / N 0401
	<b>Unit Title (Task)</b>	Prepare storage area and equipment for storing rubber compound
	<b>Description</b>	This unit is about preparing storage area and equipment for storing rubber compound/mix
	<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Ensuring housekeeping and safety in the storage area</li> <li>Preparing storage area and equipment for storing rubber</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Operations</b>	<p>KB1. To be competent, the user/individual on the job must be able to</p> <p>KB2. Ensure that the transport and storage equipment are clean and contamination free as per company / product standards</p> <p>KB3. Ensure that the approach path from the mixing location to storage area is free of impediments or obstructions for transportation</p> <p>KB4. Adhere to FIFO and company process for controlling inflow and outflow of rubber compounds from storage area</p> <p>KB5. Ensure separate storage areas for master batch and final batch , approved material, unapproved material and containment material</p>
	<b>Health &amp; Safety</b>	<p>KB6. Ensure housekeeping and safety in storage area</p> <p>KB7. Check the material stored regularly for any defects and faults that may affect its performance later.</p> <p>KB8. Ensure that the temperature and stack height are maintained in the storage area as per company's SOP</p> <p>KB9. Adhere to all safety norms (like wearing protective gloves, shoes, safety glasses etc)</p> <p>KB10. Comply with health, safety, environment guidelines, regulations etc in accordance with international/national standards or organizational SOP</p>
	<b>Knowledge and Understanding (K)</b>	

**Prepare storage area and equipment for storing rubber compound**

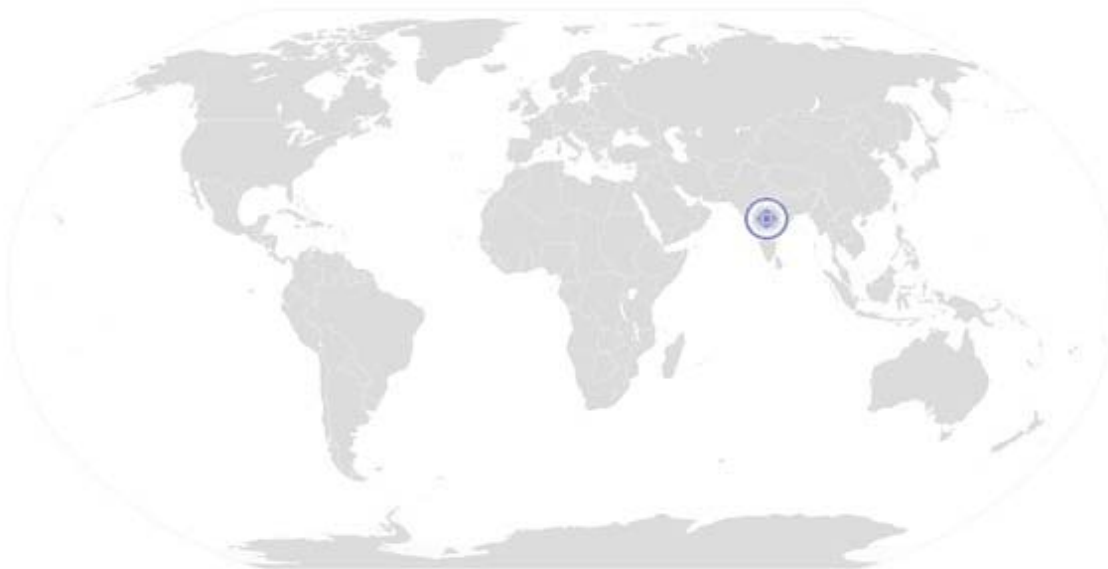
<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organizational coding system of raw material and compounds          KA2. Different types of batches that are used in plant          KA3. Importance of identifying non-conforming material and storage of the same          KA4. Risk and impact of not following defined procedures/work instructions          KA5. Escalation matrix for reporting identified problems          KA6. Types of documentation in organization and importance of the same          KA7. Records to be maintained and implications of non-maintenance of the same          KA8. Importance of housekeeping &amp; good shop floor practices (e.g. 3S/5S)          KA9. Health, Safety and Environment guidelines, legislation and regulations as applicable          KA10. Personal protection( Which protective equipment to be used when and how)          KA11. Impact of poor practices on health, safety and environment          KA12. Potential hazards and actions to minimize the same          KA13. Escalation matrix and escalation procedure for reporting hazards          KA14. Importance of FIFO          KA15. The usage of different fire extinguisher          KA16. Impact of poor handling and storage practices on cost, quality, productivity, delivery and safety          KA17. Handover/ Takeover the equipment/ work area as per company's SOP          KA18. Emergency contact numbers, emergency exits, safe assembly area and processes to be followed as per SOP</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Driving transport machine &amp; its operation / maintenance          KB2. Implications of delays in preparation process          KB3. Cleanliness and safety requirements for storage of a compound and consequences of foreign matter in the compound on subsequent processes &amp; product.          KB4. Units of measurement          KB5. Shelf/ storage life of compound</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. 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>

**Prepare storage area and equipment for storing rubber compound**

	<b>Reading and Understanding 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 the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)
	<b>Integrity</b>
	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
	<b>Motivation</b>
	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.
	<b>Reliability</b>
	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

**Prepare storage area and equipment for storing rubber compound**

<b>B. Professional Skills</b>	<b>Material and Equipment Handling</b>
	The user/individual on the job needs to know and understand how to: SB1. Handling of various types of material handling equipment like forklifts, trolleys SB2. Handle mixed rubber compound
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB1. Diagnose common problems in the machine based on visual inspection, sound, temperature etc SB2. Suggest improvements(if any) in process based on experience





## NOS Version Control

<b>NOS Code</b>	RSC / N 0401		
<b>Credits(NVEQF/NVQF/NSQF) [OPTIONAL]</b>		<b>Version number</b>	1.0
<b>Industry</b>	Rubber Manufacturing	<b>Drafted on</b>	20/03/13
<b>Industry Sub-sector</b>	Tyre and Non- tyre	<b>Last reviewed on</b>	05/05/13
		<b>Next review date</b>	05/05/14



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# National Occupational Standard



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## Overview

**This unit is about transporting and storing mixed rubber compound**

<b>Unit Code</b>	RSC / N 0402
<b>Unit Title (Task)</b>	<b>Transport and store mixed rubber compound</b>
<b>Description</b>	This unit is about transporting and storing mixed rubber compound
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Ensuring housekeeping and safety in the storage area</li> <li>• Transport batch from mixing area to designated storage area</li> <li>• Store batch in the storage area</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Operation</b>	<p>To be competent, the user/individual on the job must be able to :</p> <p>PC1. Transport the properly identified batch without contamination as per SOP  PC2. Store the batch at designated place  PC3. Follow FIFO in storage and retrieval of batches  PC4. Ensure valid shelf life of compound in usage  PC5. Avoid direct sun light and high humidity areas for storage</p>
<b>Health &amp; Safety</b>	<p>PC6. Ensure housekeeping and safety in storage area  PC7. Check the material stored regularly for any contamination/ deterioration that may affect its performance later  PC8. Ensure disposal of defective material as per company's SOP  PC9. Ensure that the temperature and stack height are maintained in the storage area as per company's SOP  PC10. Adhere to all safety norms (like wearing protective gloves, shoes, safety glasses etc)  PC11. Comply with health, safety, environment guidelines, regulations etc in accordance with international/national standards or organizational SOP</p>
<b>Knowledge and Understanding (K)</b>	
<b>B. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organizational coding system of raw material and compounds  KA2. Different types of batches that are used in plant  KA3. Importance of identifying non-conforming material and storage of the same  KA4. Risk and impact of not following defined procedures/work instructions  KA5. Escalation matrix for reporting identified problems  KA6. Types of documentation in organization and importance of the same  KA7. Records to be maintained and implications of non-maintenance of the same  KA8. Importance of housekeeping &amp; good shop floor practices (e.g. 3S/5S)  KA9. Health, Safety and Environment guidelines, legislation and regulations as applicable</p>

	<p>KA10. Personal protection( Which protective equipment to be used when and how)</p> <p>KA11. Impact of poor practices on health, safety and environment</p> <p>KA12. Potential hazards and actions to minimize the same</p> <p>KA13. Escalation matrix and escalation procedure for reporting hazards</p> <p>KA14. Importance of FIFO</p> <p>KA15. The usage of different fire extinguisher</p> <p>KA16. Impact of poor handling and storage practices on cost, quality, productivity, delivery and safety</p> <p>KA17. Handover/ Takeover the equipment/ work area as per company's SOP</p> <p>KA18. Emergency contact numbers, emergency exits, safe assembly area and processes to be followed as per SOP</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Driving transport machine &amp; its operation / maintenance</p> <p>KB2. Implications of delays in preparation process</p> <p>KB3. Cleanliness and safety requirements for storage of a compound and consequences of foreign matter in the compound on subsequent processes &amp; product.</p> <p>KB4. Units of measurement</p> <p>KB5. Shelf/ storage life of compound</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. 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> <p><b>Reading and Understanding Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p>

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>
	<p><b>Integrity</b></p>
	<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><b>Motivation</b></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 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>
	<p><b>Reliability</b></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>
<b>B. Professional Skills</b>	<p><b>Material and Equipment Handling</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Handling of various types of material handling equipment like forklifts, trolleys</p> <p>SB4. Handle mixed rubber compound</p>
	<p><b>Analytical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Diagnose common problems in the machine based on visual inspection, sound, temperature etc</p> <p>SB6. Suggest improvements(if any) in process based on experience</p>

## NOS Version Control

<b>NOS Code</b>	RSC / N 0401		
<b>Credits(NVEQF/NVQF/NSQF) [OPTIONAL]</b>		<b>Version number</b>	1.0
<b>Industry</b>	Rubber Manufacturing	<b>Drafted on</b>	20/03/13
<b>Industry Sub-sector</b>	Tyre and Non- tyre	<b>Last reviewed on</b>	05/05/13
		<b>Next review date</b>	05/05/14



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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:</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 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>
<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 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>
<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>Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The levels of hygiene required by workplace and why it is important to maintain them during your work</p> <p>KA2. How to inspect a work area to decide what cleaning it needs</p> <p>KA3. Methods and materials that used for cleaning variety of surfaces</p> <p>KA4. The types of cleansing agents that are not to be mixed together</p> <p>KA5. The correct method for cleaning equipment and/or machinery used during your work</p> <p>KA6. The importance of personal protective equipment</p> <p>KA7. Appropriate personal protective equipment for the work area, cleaning equipment, tools, materials and chemicals used</p> <p>KA8. The correct sequence for cleaning the work area</p> <p>KA9. The time taken by the treatment to work</p> <p>KA10. The importance of following manufacturer's instructions on cleaning agents</p> <p>KA11. The most appropriate place to carry out test cleans and why this should be done before applying treatments</p> <p>KA12. The importance of applying treatments evenly and the effect of not doing this</p> <p>KA13. Process of cleaning the surfaces without causing injury or damage</p> <p>KA14. The method to check the treated surface and equipment on completion of cleaning</p> <p>KA15. Procedures for reporting any unidentified soiling</p> <p>KA16. Procedures for disposing off waste</p> <p>KA17. Procedures for disposing off or storing personal protective equipment</p> <p>KA18. Escalation procedures for soils or stains that could not be removed</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<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>
	<b>Reading and Understanding Skills</b>
	<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>Oral Communication (Listening and Speaking skills)</b>
	<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>
	<b>Integrity</b>
	<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>
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	<b>Reliability</b>
	<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

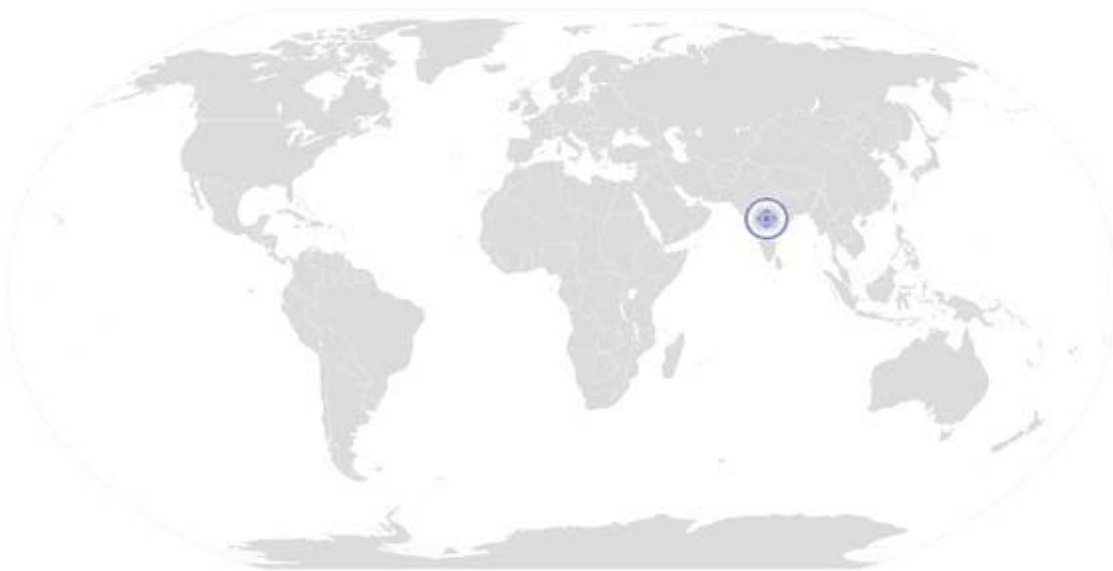
<b>NOS Code</b>	RSC / N 5001		
<b>Credits(NVEQF/NVQF/NSQF) [OPTIONAL]</b>		<b>Version number</b>	1.0
<b>Industry</b>	Rubber Manufacturing	<b>Drafted on</b>	20/03/13
<b>Industry Sub-sector</b>	Tyre and Non- tyre	<b>Last reviewed on</b>	05/05/13
		<b>Next review date</b>	05/05/14



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# National Occupational Standard



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## Overview

**This unit is about reporting and documentation**

To carry out reporting and documentation

National Occupational Standard	<b>Unit Code</b>	RSC / N 5002
	<b>Unit Title (Task)</b>	To carry out reporting and documentation
	<b>Description</b>	This unit is about carrying out reporting and documentation
	<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Reporting of data/problem/incidents etc</li> <li>• Documentation</li> <li>• Information Security</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Reporting</b>	<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>
	<b>Recording and Documentation</b>	<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>
	<b>Information Security</b>	<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>
	<b>Knowledge and Understanding (K)</b>	
<b>Reporting</b>	<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>	

**To carry out reporting and documentation**

	<p>KA9. The importance of ensuring that the documents are correct</p> <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>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<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>
	<b>Reading and Understanding Skills</b>
	<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>Oral Communication (Listening and Speaking skills)</b>
	<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>
	<b>Integrity</b>
<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</p>	

**To carry out reporting and documentation**

	appropriate person, in a way that preserves goodwill and trust
	<b>Motivation</b>
	<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>
	<b>Reliability</b>
	<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

<b>NOS Code</b>	RSC / N 5002		
<b>Credits(NVEQF/NVQF/NSQF) [OPTIONAL]</b>		<b>Version number</b>	1.0
<b>Industry</b>	Rubber Manufacturing	<b>Drafted on</b>	20/03/13
<b>Industry Sub-sector</b>	Tyre and Non- tyre	<b>Last reviewed on</b>	05/05/13
		<b>Next review date</b>	05/05/14



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# National Occupational Standard



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## Overview

This unit is about carrying out quality checks

<b>Unit Code</b>	<b>RSC / N 5003</b>
<b>Unit Title (Task)</b>	<b>To carry out quality checks</b>
<b>Description</b>	This unit is about carrying out quality control activities
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Carrying out quality checks to identify problems</li> <li>• Take corrective actions</li> <li>• Reporting the results</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Inspection</b>	<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>
<b>Analysis</b>	<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>
<b>Reporting</b>	<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>
<b>Knowledge and Understanding (K)</b>	
<b>Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The importance of quality control procedures</p> <p>KA2. Relevance and importance of activities and how they contribute to the</p>

	<p>achievement of the quality objectives,</p> <p>KA3. Proper procedure for selecting the material/product and performing quality checks without affecting the material</p> <p>KA4. Availability of work instructions, as necessary,</p> <p>KA5. Characteristics of the product/material</p> <p>KA6. Use of suitable equipment</p> <p>KA7. Availability and use of monitoring and measuring devices,</p> <p>KA8. Requirements of records</p> <p>KA9. Importance of maintaining accurate up-to-date records</p> <p>KA10. The need to report within the stipulated time</p> <p>KA11. Implications of inaccurate measuring and testing instruments and equipment</p> <p>KA12. The cost of non-conformance to quality standards</p> <p>KA13. Implications (impact on internal/external customers) of defective products, materials or components</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<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>
	<b>Reading and Understanding Skills</b>
	<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>Oral Communication (Listening and Speaking skills)</b>
	<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>
<b>Integrity</b>	

	<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><b>Motivation</b></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><b>Reliability</b></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

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



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# National Occupational Standard



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## Overview

This unit is about problem identification and escalation

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



**To carry out problem identification and escalation**

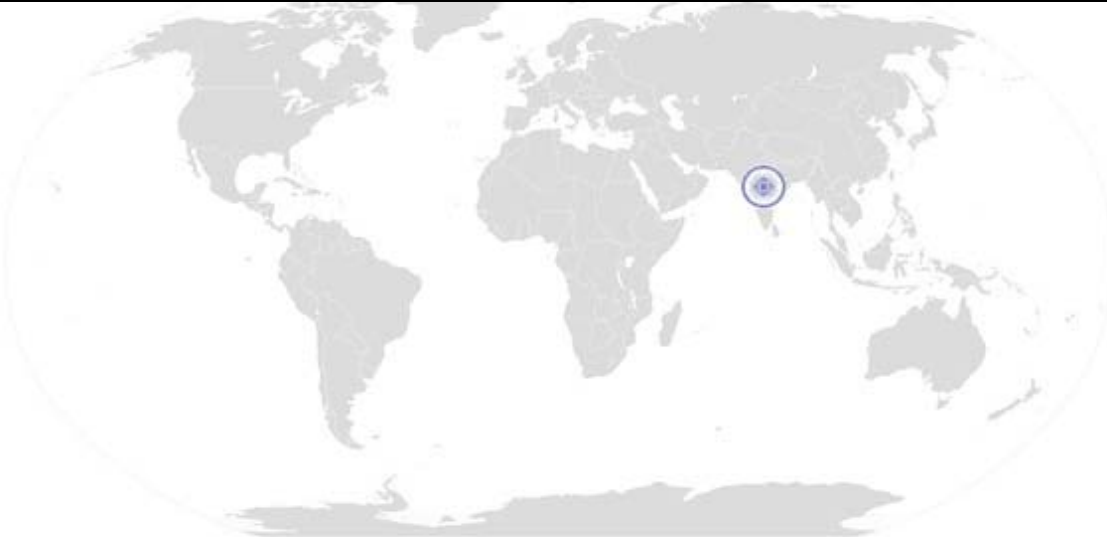
	<p>problem has been resolved</p> <p>PC17. Ensure that corrective action selected is viable and practical</p> <p>PC18. Ensure that correct solution is identified to an identified problem</p> <p>PC19. Take corrective action for problems identified according to the company procedures</p> <p>PC20. Ensure that no delays are caused as a result of failure to take necessary action</p>
<p><b>Problem Escalation</b></p>	<p>PC21. Escalate problem as per laid down escalation matrix</p> <p>PC22. Escalate the problem within stipulated time</p> <p>PC23. Escalate the problem in an appropriate manner</p> <p>PC24. Ensure that no delays are caused as a result of failure to escalate problems</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Indicators of problems</p> <p>KA2. The working of the equipment and accessories( if applicable)</p> <p>KA3. The impact of operations on the user and equipment( if applicable)</p> <p>KA4. The impact of operations on the final product ( if applicable)</p> <p>KA5. The effect of not rectifying the problems identified</p> <p>KA6. The reason for the occurrence of previous problems</p> <p>KA7. Measures and steps that have been taken to address the previous problems</p> <p>KA8. Possible solutions for various problems</p> <p>KA9. The correct method for carrying out corrective actions outlined for each problem</p> <p>KA10. The impact of not carrying out the corrective actions</p> <p>KA11. The documentation procedure for recording such problems, as per company norms</p> <p>KA12. The escalation matrix for reporting problems</p> <p>KA13. Escalation matrix for reporting unresolved problems</p> <p>KA14. The time frame within which in which each problem needs to be escalated</p> <p>KA15. Manner in which each problem needs to be escalated</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. 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</p>

**To carry out problem identification and escalation**

	estimation and approximation, for practical purposes
	<b>Reading and Understanding 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
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	<b>Integrity</b>
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	<b>Reliability</b>
	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

<b>NOS Code</b>	RSC / N 5004		
<b>Credits(NVEQF/NVQF/NSQF) [OPTIONAL]</b>		<b>Version number</b>	1.0
<b>Industry</b>	Rubber Manufacturing	<b>Drafted on</b>	20/03/13
<b>Industry Sub-sector</b>	Tyre and Non- tyre	<b>Last reviewed on</b>	05/05/13
		<b>Next review date</b>	05/05/14



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