

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- Internal Mixer Operator

SECTOR: RUBBER INDUSTRY
SUB-SECTOR: 1. Tyre 2. Non- Tyre
OCCUPATION: Mixing
REFERENCE ID: RSC/Q 0201

Internal Mixer Operator in the rubber industry is also known as a ban bury operator

Brief Job Description: The internal mixer operator is responsible for mixing the raw materials in the internal mixing machine to prepare a rubber compound which is processed further to obtain final compounds

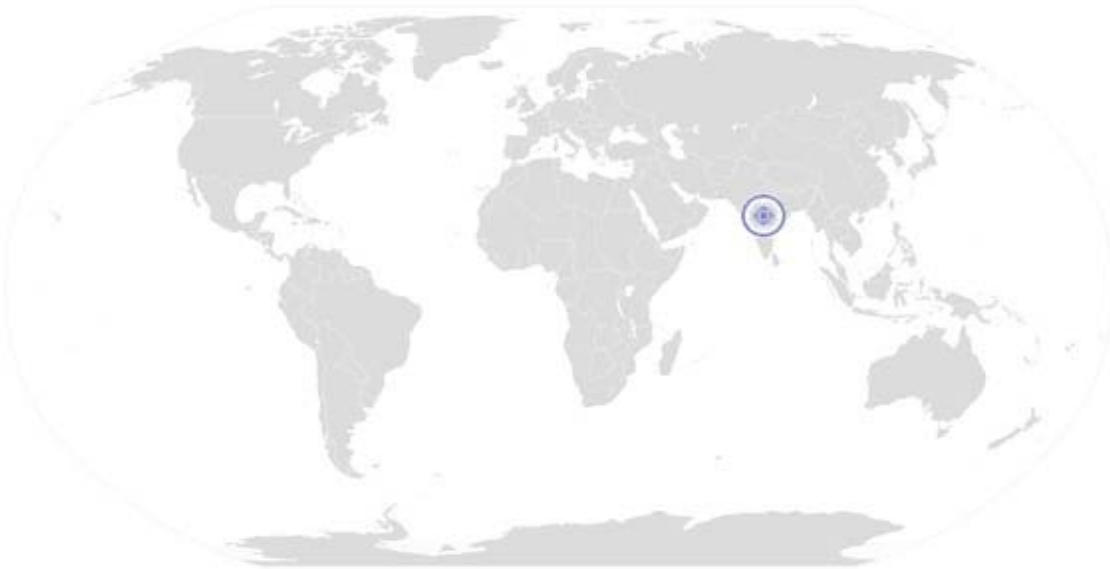
Personal Attributes: This job requires the individual to work independently and be comfortable in performing laborious work.He should be result oriented and positive in attitude.The individual must be willing to work in the factory environment.

Job Details	Qualifications Pack Code	RSC/ Q 0102		
	Job Role	Internal Mixer Operator		
	Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1
	Sector	Rubber Manufacturing	Drafted on	20/03/13
	Sub-sector	Tyre and Non- tyre	Last reviewed on	05/05/13
	Occupation	Mixing	Next review date	05/05/14

Job Role	Internal Mixer Operator
Role Description	The internal mixer operator is responsible for mixing the raw materials in the internal mixing machine to prepare a rubber compound
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	In lieu of minimum qualification the employee has worked as a semi-skilled helper for minimum 6 months in the same role.
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> 1. RSC/ N0201 (Prepare internal mixer and accessories) 2. RSC/ N0202 (Mix in internal mixer to prepare rubber compound) 3. RSC/ N0203 (Undertake post mixing activities) 4. RSC/ N5001 (To carry out housekeeping) 5. RSC/ N5002 (To carry out reporting and documentation) 6. RSC/ N5003 (To carry out quality checks) 7. RSC/ N5004 (To carry out problem identification and escalation) Optional: <ol style="list-style-type: none"> 8. 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 internal mixer and other accessories for mixing raw material to make rubber compound

Unit Code	RSC / N 0201
Unit Title (Task)	Prepare internal mixer and accessories
Description	This unit is about preparing equipment for the mixing operation
Scope	<p>This OS unit/task covers the following:</p> <ul style="list-style-type: none"> Ensuring housekeeping and safety in the mixing area Ensuring functioning of other accessories required like hydraulic/pneumatic system, temperature control unit (TCU), lubrication system, energy control system, dust/ fume extractor including upstream and downstream material/ batch handling equipment as appropriate Setting the parameters on the internal mixer as per company's SOP
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 internal mixer is ready for operation</p> <p>PC2. Ensure functioning of safety features of Internal Mixer and other accessories</p> <p>PC3. Ensure proper functioning of different upstream and downstream equipment attached with the Mixer like hydraulic/pneumatic system, temperature control unit (TCU), lubrication system, energy control system (power integrator), dust extractor including material/ batch handling equipment as appropriate</p> <p>PC4. Set parameters for the equipment (mixing cycle time, temperature, energy and pressure) and Filler & Oil loading system as per company's SOP</p>
Raw material appropriateness	<p>PC5. Ensure availability of pre-weighed, approved rubber and other ingredients to be fed as per batch requirement</p> <p>PC6. Ensure that weighing scale is calibrated</p> <p>PC7. Ensure that rubber compound to be fed is approved by laboratory</p> <p>PC8. Ensure that all raw materials have been assembled/organized (in correct sequence, if applicable) to be fed into mixer</p> <p>PC9. Ensure all ingredients are homogeneously mixed.</p>
Health & Safety	<p>PC10. Ensure Housekeeping and Safety in mixing area</p> <p>PC11. Ensure that electrical devices that may be exposed to carbon black dust are sealed.</p> <p>PC12. Periodically blow the electrical devices with clean/dry compressed air or vaccum clean.</p> <p>PC13. Ensure that the exhaust systems are used to maintain the concentration levels of various particulate matters within limits.</p> <p>PC14. Adhere to all safety norms (like wearing protective gloves, shoes, Safety</p>

	<p>Glasses etc)</p> <p>PC15. Comply with health, safety, environment guidelines, regulations etc 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. Manufacturing process, including master batch and final batch process KA2. Implications of poorly prepared equipment, power failure etc 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 & good shop floor practices (eg 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 extinguishers KA16. Impact of various practices on cost, quality, productivity, delivery and safety KA17. 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. Internal mixing equipment and operation (Equipment working, possible setting levels, typical process followed for different batches) KB2. Possible causes of common mixing problems & their remedies KB3. Tolerance levels for various parameters(time, temperature, ram pressure, Fill factor, Rotor rpm/line and batch weight) and their effect on mixed batch KB4. Health hazards of process and compounding ingredients KB5. Implications of delays in preparation process KB6. Types of defects leading to rejections, indicators, reasons and possible solutions. KB7. Cleanliness and safety requirements for commencing a mixing batch operation KB8. Units of measurement KB9. The effect of wrong weighing of ingredients KB10. Response to emergencies e.g. Power failures ,fire and system failures and manual intervention to avoid disaster KB11. Appropriate batch size with respect to appropriate machinery KB12. Functioning of exhaust systems and potential hazards due to malfunctioning of dust collector and fume extract systems</p>

	<p>KB13. Operation of PLC</p> <p>KB14. Multi-skilling within crew operation as appropriate</p> <p>KB15. Simple mathematics for specific gravity and batch weight calculation</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>

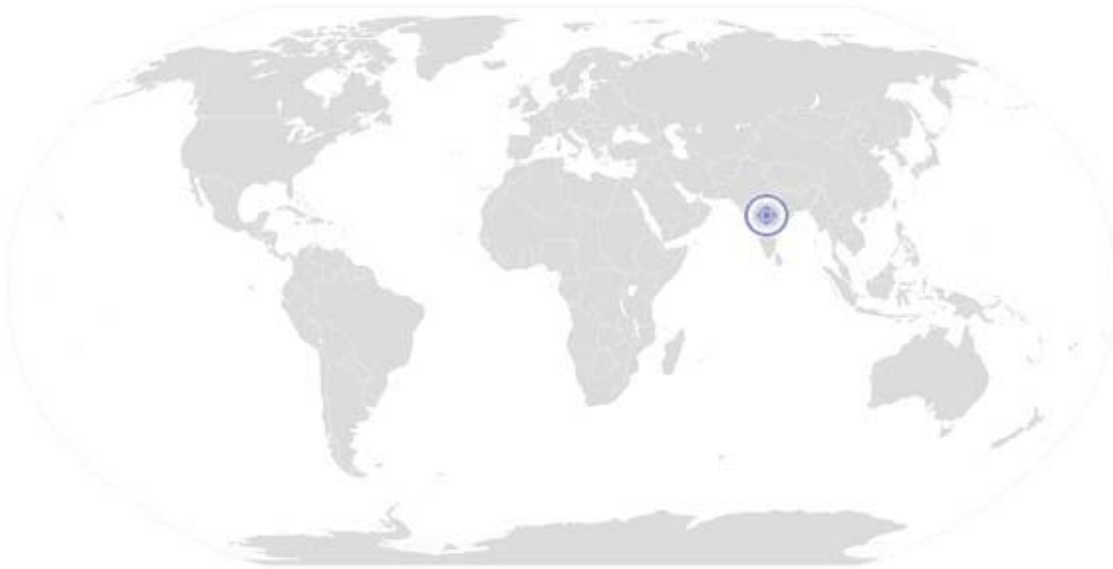
	<p>SA18. The capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one’s learning.</p> <p>SA19. Is open to new ways of doing things</p> <p>SA20. The capacity to envisage and articulate personal goals; to develop strategies and take action to achieve them.</p>
	<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>
B. Professional Skills	<p>Material and Equipment Handling</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Handle internal mixer, accessories</p> <p>SB2. Handle rubber compound</p> <p>SB3. Handle chemicals</p> <p>SB4. Handling of various types of material handling equipment like forklifts, trolleys</p> <p>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.</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Diagnose common problems in the machine based on visual inspection, sound , temperature etc</p> <p>SB7. Suggest improvements(if any) in process based on experience</p>

NOS Version Control

NOS Code	RSC / N 0201		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1
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 mixing raw material in internal mixer to prepare rubber compound

Mix In Internal Mixer To Prepare Rubber Compound

National Occupational Standard

Unit Code	RSC / N 0202
Unit Title (Task)	Mix in internal mixer to prepare rubber compound
Description	This unit is about mixing raw material in internal mixer to prepare rubber compound
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Ensuring housekeeping and safety in the mixing area Mixing raw materials in internal mixer
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> <p>PC2. Ensure that batch size of rubber mix is as per company's SOP</p> <p>PC3. Ensure that identified & approved materials are used.</p>
Operations	<p>PC4. Ensure that the sequence in shift is based on raw material availability to maximize output</p> <p>PC5. Add the ingredients in sequence as per SOP considering different types of mixing process possible</p> <p>PC6. Control mixing process and completion as per SOP (temperature or time or energy as programmed / specified)</p> <p>PC7. Release the batch after completion of mixing cycle as per SOP</p> <p>PC8. Inform the batch off mill man about the release of batch as per SOP.</p> <p>PC9. Prepare the Internal Mixer for next batch as per Planning.</p>
Health & Safety	<p>PC10. Ensure Housekeeping and Safety in mixing area</p> <p>PC11. Ensure that the electrical devices that may be exposed to carbon black dust are sealed.</p> <p>PC12. Periodically blow the electrical devices with clean/dry compressed air or vaccum clean.</p> <p>PC13. Ensure that the exhaust systems are used to maintain the concentration levels of various particulate matters remain within limits.</p> <p>PC14. Adhere to all safety norms (like wearing protective gloves, mask, shoes, safety glasses etc)</p> <p>PC15. Comply with health, safety, environment guidelines, regulations etc in accordance with international/national standards or organizational SOP</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Manufacturing process, including master batch, re-milling and final batch</p>

Mix In Internal Mixer To Prepare Rubber Compound

<p>(Knowledge of the company / organization and its processes)</p>	<p>process</p> <p>KA2. Different types of batches that are run in plant</p> <p>KA3. The specific materials, including quantities, to be used</p> <p>KA4. Properties of compounds</p> <p>KA5. Material disposal procedure, importance of appropriate disposal of material and implications of not following the material disposal procedure</p> <p>KA6. Quality and damage checks to be done and importance of the same</p> <p>KA7. Implications of poorly prepared material, power failure etc</p> <p>KA8. Importance of identifying non-conforming products and storage of the same</p> <p>KA9. Risk and impact of not following defined procedures/work instructions</p> <p>KA10. Escalation matrix for reporting identified issues</p> <p>KA11. Types of documentation in organization and importance of the same</p> <p>KA12. Records to be maintained and implications of non-maintenance of the same</p> <p>KA13. Importance of housekeeping & good shop floor practices (e.g. 3S/5S)</p> <p>KA14. Health, Safety and Environment guidelines, legislation and regulations as applicable</p> <p>KA15. Personal protection(Which protective equipment to be used and how)</p> <p>KA16. Impact of poor practices on health, safety and environment</p> <p>KA17. Potential hazards and actions to minimize the same</p> <p>KA18. Escalation matrix and escalation procedure for reporting hazards</p> <p>KA19. Importance of FIFO</p> <p>KA20. The usage of different fire extinguisher</p> <p>KA21. Impact of various practices on cost, quality, productivity, delivery and safety</p> <p>KA22. 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. Internal mixer & its operation, including operation of console in case of PLC/Microprocessor control</p> <p>KB2. Possible causes of common mixing problems (loose fillers, scrubby discharge, scattered batch, gel formation in the mixing operation)& their remedies</p> <p>KB3. Tolerance levels for various parameters(time, temperature, ram pressure, Fill factor, Rotor rpm and batch weight) and their effect on mixed batch</p> <p>KB4. Handling of different types of materials</p> <p>KB5. Implications of overheating during mixing and adopting measures like increasing water flow, adjusting nip gap, increasing number of cuts.</p> <p>KB6. Troubleshooting- Knowledge of abnormalities and what response to make in case of abnormalities in equipment performance</p> <p>KB7. Health hazards of process and compounding ingredients</p> <p>KB8. Cleanliness and safety requirements for operating a internal mixing machine</p> <p>KB9. Awareness of different material forms to avoid dusting (E.g. Usage of polymer bound or treated rubber chemicals, refined Aromatic process oil)</p> <p>KB10. Proper compound mixing & ingredient dispersion</p> <p>KB11. Effect of improper processing on properties of rubber compound & product</p>

Mix In Internal Mixer To Prepare Rubber Compound

	<p>KB12. The process and importance of quality check ,including visual inspection</p> <p>KB13. Implications of poorly prepared material, power failure etc</p> <p>KB14. Types of defects leading to rejections, indicators, reasons and possible solutions.</p> <p>KB15. Implications of delays in production process owing to issues in synchronization with upstream/ downstream equipments</p> <p>KB16. Units of measurement</p> <p>KB17. Response to emergencies e.g. Power failures, fire and system failures and manual intervention to avoid disaster</p> <p>KB18. Increase of process temperature on stability of compounding ingredients</p> <p>KB19. Appropriate batch size with respect to appropriate machinery</p> <p>KB20. When and where to use cleaner batches and their disposal</p> <p>KB21. Simple mathematics for specific gravity and batch weight calculation</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	

Mix In Internal Mixer To Prepare Rubber Compound

	<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>
B. Professional Skills	<p>Material and Equipment Handling</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Handle internal mixer, accessories</p> <p>SB2. Handle rubber compound</p> <p>SB3. Handle chemicals</p> <p>SB4. Handling of various types of material handling equipment like forklifts, trolleys</p> <p>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.</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Diagnose common problems in the machine based on visual inspection, sound , temperature etc</p> <p>SB7. Suggest improvements(if any) in process based on experience</p>

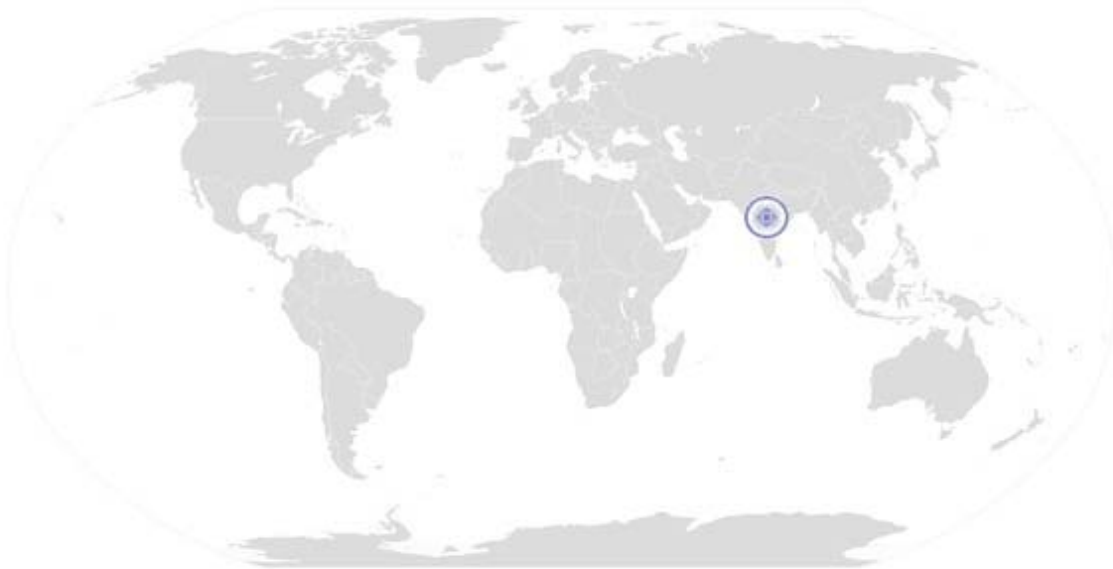
NOS Version Control

NOS Code	RSC / N 0202		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1
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 mixing of raw materials in internal mixer

Unit Code	RSC / N 0203
Unit Title (Task)	Undertake post mixing activities
Description	This unit is about undertaking activities after performing mixing operation in internal mixer
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Ensuring housekeeping and safety in the mixing area Unload rubber compound
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Operations	To be competent, the user/individual on the job must be able to <ul style="list-style-type: none"> PC1. Handle the finished batch on dump mill as per SOP PC2. Ensure shifting of the batch from dump mill to the batch off unit for cooling & stacking on the skids as per SOP PC3. Handover the equipment to the next operator in clean and good condition
Material disposal	PC4. Dispose waste material in safe manner as per company's SOP
Batch Marking	PC5. 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 etc)
Sampling	PC6. Send sample of specified compound/ batch in specified form to lab for testing PC7. Send the remaining material to the designated storage area
Health & Safety	PC8. Ensure housekeeping and safety in mixing area PC9. Ensure that electrical devices that may be exposed to carbon black dust are sealed. PC10. Periodically blow the electrical devices with clean/dry compressed air or vaccum clean. PC11. Ensure that the exhaust systems are used to maintain the concentration levels of various particulate matters remain within limits. PC12. Adhere to all safety norms (like wearing protective gloves, shoes etc) PC13. Comply with health, safety, environment guidelines, regulations etc in accordance with international/national standards or organizational SOP
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Implications of poorly prepared material, power failure etc KA2. Material disposal procedure, importance of appropriate disposal of material

<p>company / organization and its processes)</p>	<p>and implications of not following the material disposal procedure</p> <p>KA3. Significance of batch marking</p> <p>KA4. Importance of identifying non-conforming product and storage of the same</p> <p>KA5. Risk and impact of not following defined procedures/work instructions</p> <p>KA6. Escalation matrix and procedure 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 & good shop floor practices (eg 3S/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 when and how)</p> <p>KA12. Potential hazards and actions to minimize the same</p> <p>KA13. Impact of poor practices on health, safety and environment</p> <p>KA14. Escalation matrix and procedure for reporting hazards</p> <p>KA15. Importance of FIFO</p> <p>KA16. The usage of different fire extinguishers</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. Batch marking techniques</p> <p>KB2. Possible causes of common mixing problems & their remedies</p> <p>KB3. Implications of incorrect batch marking</p> <p>KB4. Implications of inappropriate waste disposal</p> <p>KB5. Types of defects leading to rejections, indicators, reasons and possible solutions.</p> <p>KB6. Units of measurement</p> <p>KB7. Coding systems for identification and traceability</p> <p>KB8. Response to emergencies e.g. Power failures ,fire and system failures</p> <p>KB9. Use of weighing scales</p> <p>KB10. Storage life of the compound</p> <p>KB11. Ambient temperature and effect on compound</p> <p>KB12. Simple mathematics for specific gravity and batch weight calculation</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</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</p>

	<p>mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p>
	<p>Reading and Understanding Skills</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>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>
	<p>Integrity</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>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 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>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>

B. Professional Skills	Material and Equipment Handling
	The user/individual on the job needs to know and understand how to: SB1. Handle internal mixer, accessories SB2. Handle rubber compound SB3. Handle chemicals SB4. Handling of various types of material handling equipment like forklifts, trolleys 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

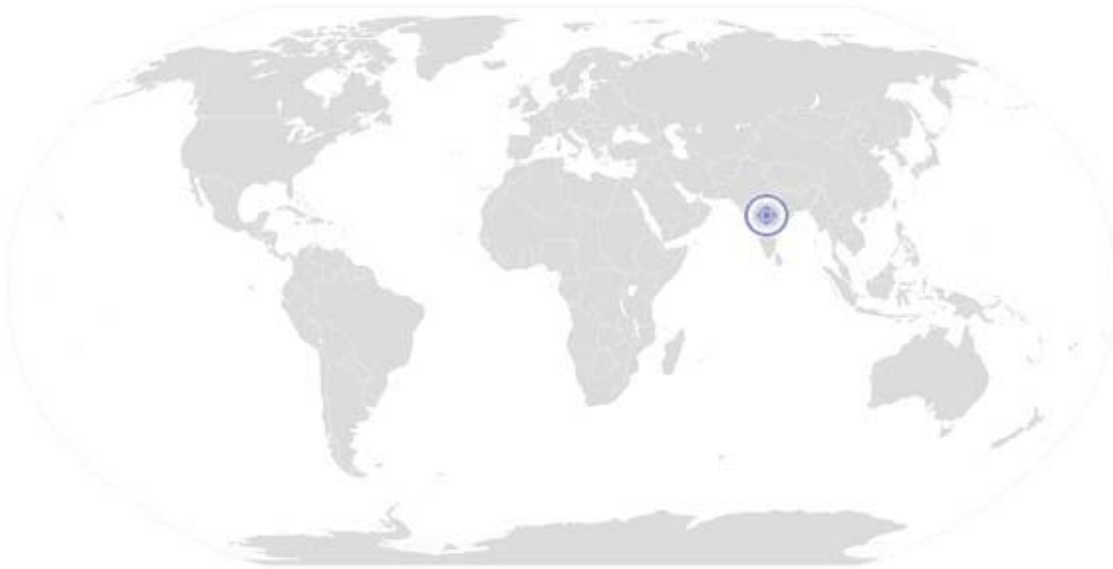


NOS Version Control

NOS Code	RSC / N 0203		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1
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

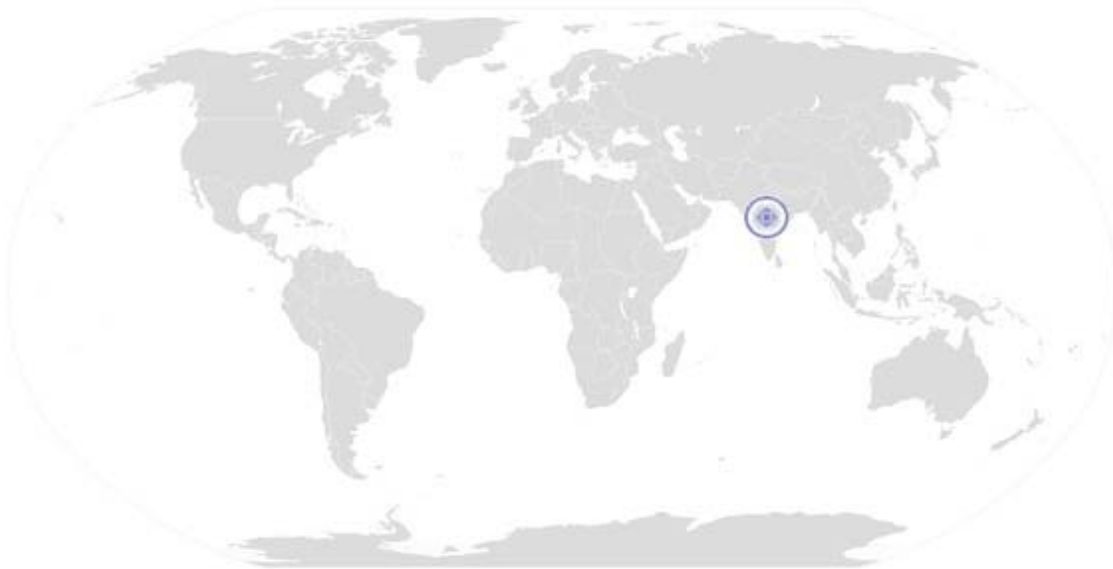
This unit is about carrying out housekeeping

Unit Code	RSC / N 5001
Unit Title (Task)	To carry out housekeeping
Description	This unit is about carrying out housekeeping activities
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparing for housekeeping activities • Carry out housekeeping activities • Post housekeeping activities
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Pre housekeeping activities	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Inspect the area while taking into account various surfaces</p> <p>PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain</p> <p>PC3. Ensure that the cleaning equipment is in proper working condition</p> <p>PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person</p> <p>PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces</p> <p>PC6. Inform the affected people about the cleaning activity</p> <p>PC7. Display the appropriate signage for the work being conducted</p> <p>PC8. Ensure that there is adequate ventilation for the work being carried out</p> <p>PC9. Wear the personal protective equipment required for the cleaning method and materials being used</p>
Operations	<p>PC10. Use the correct cleaning method for the work area, type of soiling and surface</p> <p>PC11. Carry out cleaning activity without disturbing others</p> <p>PC12. Deal with accidental damage, if any, caused while carrying out the work</p> <p>PC13. Report to the appropriate person any difficulties in carrying out your work</p> <p>PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill</p>
Post housekeeping activities	<p>PC15. Ensure that there is no oily substance on the floor to avoid slippage</p> <p>PC16. Ensure that no scrap material is lying around</p> <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>
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/	Writing Skills

Generic 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> <ul style="list-style-type: none">SA21. Avoid absenteeismSA22. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situationsSA23. Work in disciplined factory environmentSA24. Be punctual

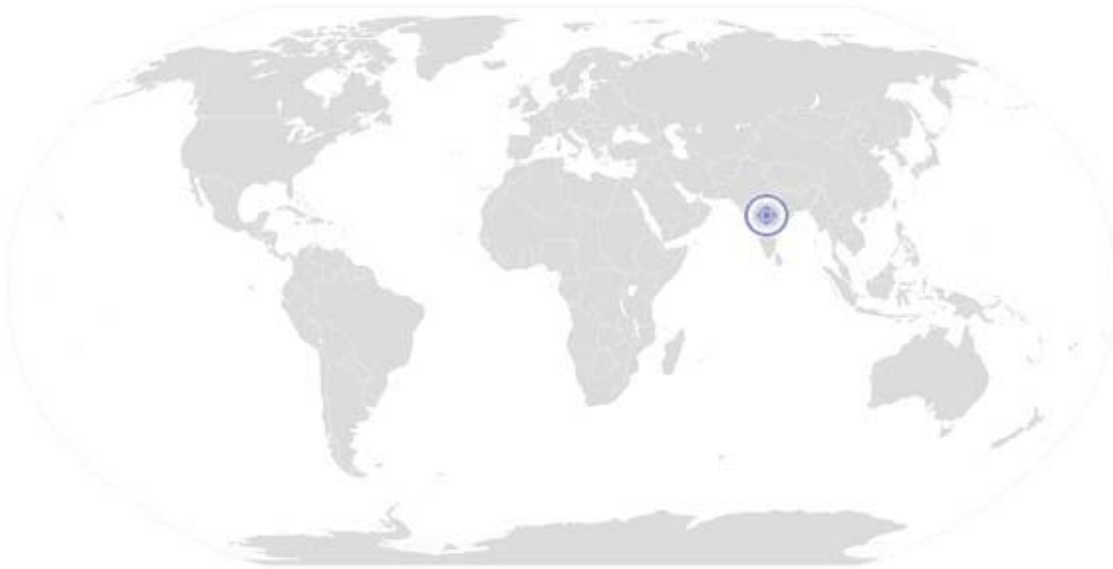


NOS Version Control

NOS Code	RSC / N 5001		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1
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 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 PC2. Report to the appropriate authority as laid down by the company 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 PC5. Record details accurately in an appropriate format PC6. Complete all documentation within stipulated time according to company procedure PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly 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 PC10. Inform the appropriate authority of requests for information received</p>
Knowledge and Understanding (K)	
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different methods of recording information KB2. Various documents that need to be maintained KB3. Company procedure for filling/maintaining up the documents KB4. Procedures for reporting to the appropriate authority KB5. Procedures for recording damage, breakages etc KB6. Reporting incidents where standard operating procedures are not followed KB7. The importance of complete and accurate documentation KB8. How to maintain complete documentation accurately and within agreed</p>

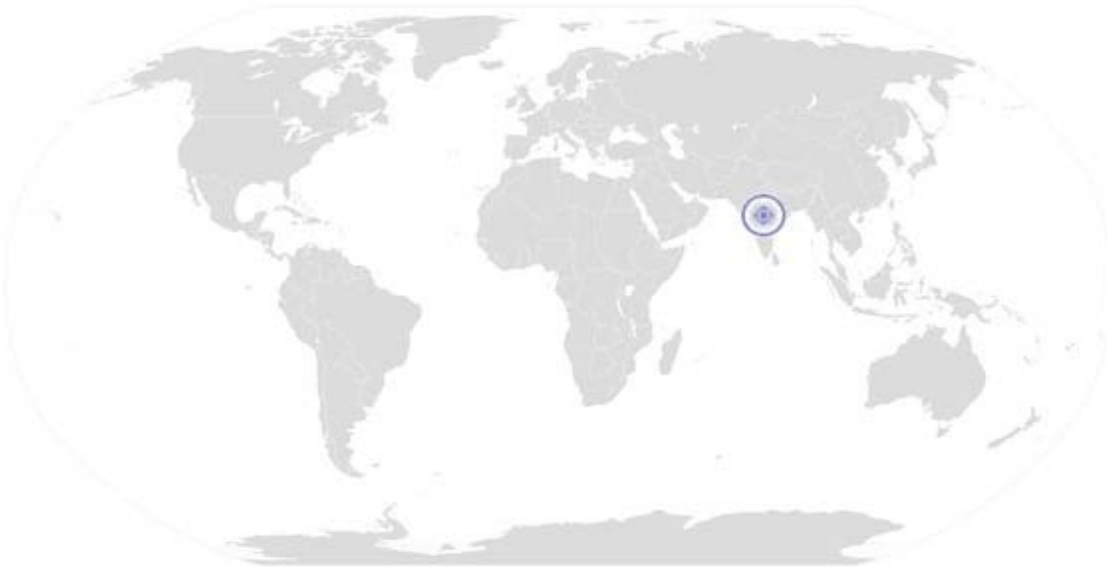
	<p>timescales</p> <p>KB9. The importance of ensuring that the documents are correct</p> <p>KB10. The actions to be taken if the documents are not correct</p> <p>KB11. The importance of maintaining the security and confidentiality of recorded information</p> <p>KB12. Procedures to maintain confidentiality of information</p> <p>KB13. The appropriate method for responding to requests for information</p> <p>KB14. The reporting procedures to followed before disclosing information to any outside party</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p>
	Reading 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

To Carry Out Reporting And Documentation

	<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 5002		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1
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 carrying out quality checks

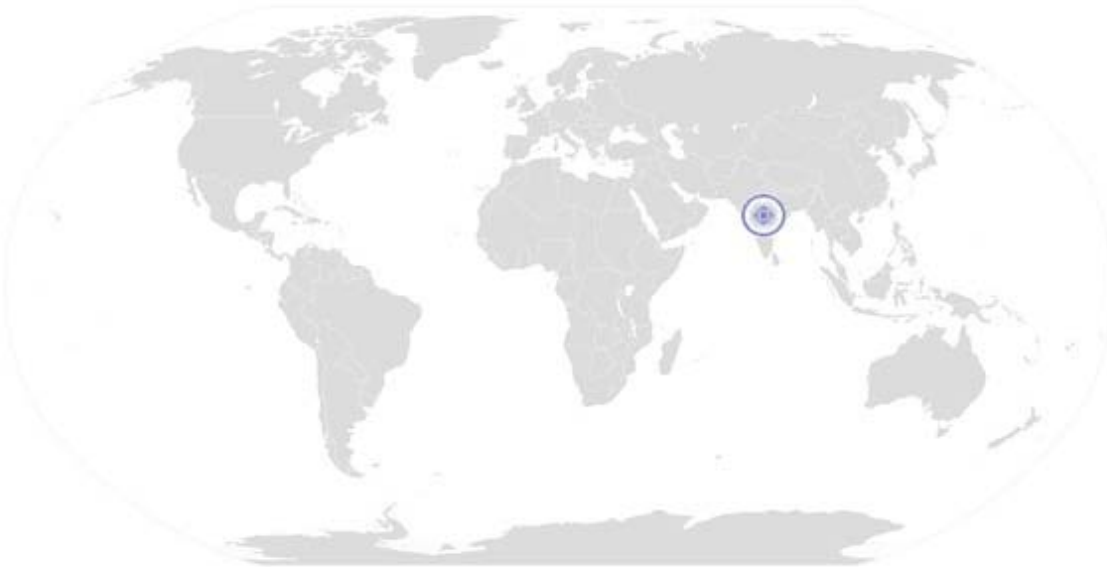
Unit Code	RSC / N 5003
Unit Title (Task)	To carry out quality checks
Description	This unit is about carrying out quality control activities
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Carrying out quality checks to identify problems • Take corrective actions • 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</p>

	<p>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
	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 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

NOS Code	RSC / N 5003		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1
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 problem identification and escalation

To Carry Out Problem Identification And Escalation

National Occupational Standard	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</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>Problem Escalation</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>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</p> <p>KB2. The working of the equipment and accessories(if applicable)</p> <p>KB3. The impact of operations on the user and equipment(if applicable)</p> <p>KB4. The impact of operations on the final product (if applicable)</p> <p>KB5. The effect of not rectifying the problems identified</p> <p>KB6. The reason for the occurrence of previous problems</p> <p>KB7. Measures and steps that have been taken to address the previous problems</p> <p>KB8. Possible solutions for various problems</p> <p>KB9. The correct method for carrying out corrective actions outlined for each problem</p> <p>KB10. The impact of not carrying out the corrective actions</p> <p>KB11. The documentation procedure for recording such problems, as per company norms</p> <p>KB12. The escalation matrix for reporting problems</p> <p>KB13. Escalation matrix for reporting unresolved problems</p> <p>KB14. The time frame within which in which each problem needs to be escalated</p> <p>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</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
	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
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	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

NOS Code	RSC / N 5004		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1
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

