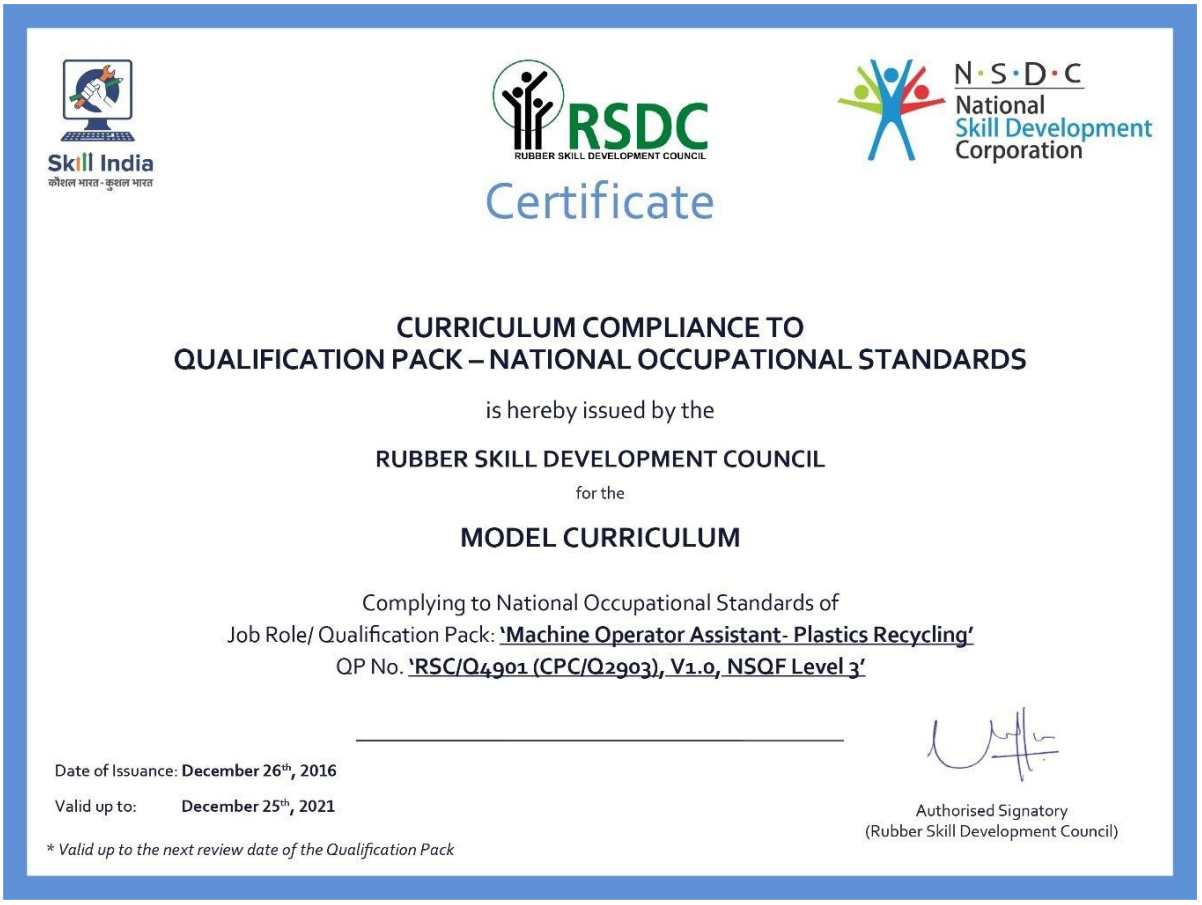
Model Curriculum

Machine Operator Assistant – Plastics Recycling

SECTOR: RUBBER
SUB-SECTOR: MANUFACTURING/PLASTICS PROCESSING
OCCUPATION: PLASTICS RECYCLING
REF ID: RSC/Q4901 (CPC/Q2903), V 1.0
NSQF LEVEL: 3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RUBBER SKILL DEVELOPMENT COUNCIL
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National
Skill Development
Corporation
Certificate
CURRICULUM COMPLIANCE TO
QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS
is hereby issued by the
RUBBER SKILL DEVELOPMENT COUNCIL
for the
MODEL CURRICULUM
Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Machine Operator Assistant- Plastics Recycling'
QP No. 'RSC/Q4901 (CPC/Q2903), V1.0, NSQF Level 3'
Date of Issuance: December 26th, 2016
Valid up to: December 25th, 2021
* Valid up to the next review date of the Qualification Pack
Authorised Signatory
(Rubber Skill Development Council)

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Machine Operator Assistant - Plastics Recycling

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of an "Machine Operator Assistant - Plastics Recycling", in the 'Chemical and Petro Chemical' Industry and aims at building the following key competencies amongst the learners.

Program Name	**Machine Operator Assistant – Plastics Recycling**		
Qualification Pack Name & Reference ID	RSC/Q4901 (CPC/Q2903), V 1.0		
Version No.	1.0	**Version Update Date**	02/05/2019
Pre-requisites to Training	VIIIth Standard		
Training Outcomes	**After completing this programme, participants will be able to:** • Describe the role and responsibilities of a machine operator assistant- plastics recycling • Arrange the required plastics waste materials for the process and assist in cleaning the plastics waste for the process • Ensure to arrange recyclable plastic wastes accordingly • Identify the components required to clean apparatus • Check the operations of the equipment • Feed the grinded plastic waste in the hopper and inform operator for readiness of the machine • Conduct quality checks of the finished products with reference to the approved product • Perform sorting, stream lining, storage and documentation, cleaning, standardization and sustenance • Practise the basics of computer and data entry in MS Office/open source suite software • Comply with health and safety practices at the workplace		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of "Machine Operator Assistant - Plastics Recycling" Qualification Pack issued by "Rubber Skill Development Council".

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1.	**Introduction to the job role** **Theory Duration** (hh:mm) 20:00 **Practical Duration** (hh:mm) 10:00 **Corresponding NOS Code** Bridge Module	• Discuss the developmental history of plastic products • Describe current industrial scenario of plastics and market prospects • Identify types of plastic • List major industrial associations related to plastics recycling. • Identify equipment used for plastics recycling • Describe the role and responsibilities of a 'Machine Operator Assistant - Plastics Recycling'.	• Projector, White Board with marker and duster, charts etc. • Pen drives, computers etc. for conducting class.
2.	**Analyse work and process requirements from the operator** **Theory Duration** (hh:mm) 15:00 **Practical Duration** (hh:mm) 20:00 **Corresponding NOS Code** RSC/N4901 (CPC/N2911)	• Demonstrate proper interaction with the operator to understand production schedule • Plan the daily production activities based on the operator's instructions • Arrange the consumables and plastics materials for production in sufficient quantity as per production plan/operators instructions • Evaluate the dos and don'ts of the manufacturing process as defined in SOPs/work instructions • Ensure the availability of the personal protective equipment (PPE) like gloves, goggles etc. • Demonstrate the use of different personal protective equipment (PPE) • Identify the moulding procedure and process to be adopted for completing the work • Examine the work instruction document/SOP manual	• Common hand tools like Vernier calliper, micrometer, drills, tapes and dyes etc. • Plastics raw material like PP, HDPE, PET, PBT, PVC etc. for training on machines of Blow grade from good/reputed supplier. • Basics machines for training like hand blow moulding, semiautomatic blow moulding, Automatic blow moulding, Double stage Blow Moulding machine • Pre drying system like Oven Drier, Hopper Drier, Dehumidifier, Chillers etc.
3.	**Recycle the plastics waste material**	• Inspect whether the required material is procured from the store before starting the process • Select the appropriate mould	• Projector, White Board with marker and duster, charts etc. • Pen drives, computers

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Theory Duration (hh:mm) 10:00 **Practical Duration** (hh:mm) 20:00 **Corresponding NOS Code** RSC/N4901 (CPC/N2911)	required to execute the moulding operation • Identify the dye and pelletizer etc. required for executing the required operation • Ensure to collect the dye from tool room, if dye is not available • Demonstrate how to install and bolt the dye and pelletizer etc. in place • Demonstrate the method of adding plastics waste material in the machine • Demonstrate how to use the material loader or manual feeding system	etc. for conduct of class. • Common hand tools like Vernier calliper, micrometer, drills, tapes and dyes etc. • Plastics raw material like PP, HDPE, PET, PBT, PVC etc. for training on machines of Blow grade from good/reputed supplier. • Basics machines for training like hand blow moulding, semiautomatic blow moulding, Automatic blow moulding, • Pre drying system like Oven Drier, Hopper Drier, Dehumidifier, Chillers, Double stage Blow Moulding machine etc.
4.	**Clean the apparatus and the components before executing the process** **Theory Duration** (hh:mm) 15:00 **Practical Duration** (hh:mm) 30:00 **Corresponding NOS Code** RSC/N4901 (CPC/N2911)	• Ensure dye and pelletizer etc. are clean; if not, clean with soft cotton cloth • Ensure cleaning of the other auxiliaries tools, (if any) before the initiation of the process • Demonstrate cleaning of the area around the apparatus for any oil, grease, combustible substances etc. to prevent any accident • Examine availability of the coolant and working of valves to circulate the coolant to cool and solidify plastics filaments • Identify the plastics waste material like types of dust, moisture and metal contaminants etc. required for executing the activity • Inform the queries to the supervisor if they cannot be resolved by the operator • Ensure that all doubts and queries are resolved before the actual	• Common hand tools like Vernier calliper, micrometer, drills, tapes and dyes etc. • Plastics raw material like PP, HDPE, PET, PBT, PVC etc. for training on machines of Blow grade from good/reputed supplier. • Basics machines for training like hand blow moulding, semiautomatic blow moulding, Automatic blow moulding, • Pre drying system like Oven Drier, Hopper Drier, Dehumidifier.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		process execution	
5.	**Assist in checking the operations of the equipment** **Theory Duration** (hh:mm) 15:00 **Practical Duration** (hh:mm) 30:00 **Corresponding NOS Code** RSC/N4902 (CPC/N2912)	• Check for faults in recycling apparatus like hopper, heaters etc. as per the checklist provided • Demonstrate how to fix the desired dye to the recycling machine in order to achieve the desired operation • Identify the methods of modifications in the process parameters (by selecting the right program from the machine control system) • Ensure alignment with the prescribed standards as guided by operator • Demonstrate the process of feeding the required operation code in the apparatus for heaters to melt the grinded plastic waste at the predefined temperature • Ensure to run the machine in semi-auto or automatic mode of operation as guided by the operator • Examine the check-list to ensure quality of final product	• Pen drives, computers etc. for conduct of class. • Common hand tools like Vernier calliper, micrometer, drills, tapes and dyes etc. • Plastics raw material like PP, HDPE, PET, PBT, PVC etc. for training on machines of Blow grade from good/reputed supplier. • Basics machines for training like hand blow moulding, semiautomatic blow moulding, Automatic blow moulding, Double stage Blow Moulding machine. • Pre drying system like Oven Drier, Hopper Drier, Dehumidifier, Chillers, Semi-Automatic Blow Moulding Machine etc.
6.	**Feed the grinded plastic waste in the hopper and inform operator for readiness of the machine** **Theory Duration** (hh:mm) 10:00 **Practical Duration** (hh:mm) 30:00 **Corresponding NOS Code** RSC/N4902 (CPC/N2912)	• Demonstrate how to preheat grinded plastic waste (in case of engineering plastics) • Check if the grinded plastic waste is mixed with additives (if any) before being fed into the hopper • Demonstrate how to conduct a test process and produce a sample output as required • Ensure that the dimensions of the output product (pellets) are measured as per the process given in the work instructions • Check all pre-requisites and begin the production process as instructed by the operator	• Projector, White Board with marker and duster, charts etc. • Pen drives, computers etc. for conduct of class. • Common hand tools like Vernier calliper, micrometer, drills, tapes and dyes etc. • Plastics raw material like PP, HDPE, PET, PBT, PVC etc. for training on machines of Blow grade from good/reputed supplier. • Basics machines for training like hand blow moulding, semiautomatic blow moulding.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
7.	**Quality check of the finished products** **Theory Duration** (hh:mm) 25:00 **Practical Duration** (hh:mm) 40:00 **Corresponding NOS Code** RSC/N4903 (CPC/N2913)	• Compare texture, colour, surface properties, hardness and strength etc. with the given approved product • Examine minor defects like dimension variation, thickness variation etc. by control process parameters etc. • Employ rectification methods for minor defects • Practice communication with the operator for regular updates • Provide first and last output from each batch to the lab, for quality check based on its composition, properties etc. • Arrange clearance for the entire batch from the lab and submit it to the operator	• Common hand tools like Vernier calliper, micrometer, drills, tapes and dyes etc. • Plastics raw material like PP, HDPE, PET, PBT, PVC etc. for training on machines of Blow grade from good/reputed supplier. • Basic machines for training like hand blow moulding, semiautomatic blow moulding, Automatic blow moulding,
8.	**Practise proper sorting, cleaning, and sustenance across the plant premises** **Theory Duration** (hh:mm) 20:00 **Practical Duration** (hh:mm) 30:00 **Corresponding NOS Code** RSC/N4101 (CPC/N0411)	• Practise the sorting process of the workstations • Check that the tools, fixtures and jigs that are lying are the ones in use and unnecessary items are not cluttering the workbenches • Practise segregation of waste in hazardous/non-hazardous waste as per the sorting work instructions • Demonstrate the technique of waste disposal and waste storage in the proper bins as per SOP • Categorise the items which are labelled as red tag items for the process area and keep them in the correct places • Demonstrate sorting tools/equipment/fasteners/spare parts as per specifications/utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/ work instructions • Examine that the areas of material storage are not overflowing • Practise stacking various types of boxes and containers properly as per the size/utility to avoid any fall	• Projector, White Board with marker and duster, charts etc. • Pen drives, computers etc. for conduct of class • Common hand tools like Vernier calliper, micrometer, drills, tapes and dyes etc. • Plastics raw material like PP, HDPE, PET, PBT, PVC etc. for training on machines of Blow grade from good/reputed supplier • Basics machines for training like hand blow moulding, semiautomatic blow moulding, Automatic blow moulding • Pre drying system like Oven Drier, Hopper Drier, Dehumidifier, Chillers etc.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		of items/breakage • Assemble extra material and tools to the designated sections and make sure that no additional material/tool is lying near the work area • Identify the floor markings/area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards • Identify and follow the proper labelling mechanism of instruments/boxes/containers and maintaining reference files/documents with the codes and the lists • Assess and check whether the items in the respective areas have been identified as broken or damaged • Comply with the given instructions and check for labelling of fluids, oils, lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc. • Assess whether all material and tools are stored in the designated places and in the manner indicated in the 5S instructions	
9.	**Basics of computer and data entry in MS office/open source suite software** **Theory Duration** (hh.mm) 30:00 **Practical Duration** (hh.mm) 50:00 **Corresponding NOS Code**	• Perform data handling process such as entering data, tracking data, documenting, reporting, etc. using various MS office tools. • Explain the importance of scanning source documents • Examine the data entered within source documents, checks for compliance and rectify all typographical errors or repeated data • Maintain files of source documents or other information related to data entered • Examine the data that is unclear before generating reports	• White Board with marker and duster, charts etc. • Pen drives, computers etc. for conduct of class. • Basics machines for training like hand blow moulding, semiautomatic blow moulding, Automatic blow moulding, • Pre drying system like Oven Drier, Hopper Drier, Dehumidifier, Chillers, Injection Stretch Blow Moulding

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	RSC/N4504 (CPC/N0219)	• Practise storing data in designated locations and perform backup operations • Perform database updation to reflect the most current source information • Identify and respond to requests for information and access the relevant files	Machine etc.
10.	**Maintain basic health and safety practices at the workplace** **Theory Duration** (hh:mm) 20:00 **Practical Duration** (hh:mm) 40:00 **Corresponding NOS Code** RSC/N4101 (CPC/N0411)	• Explain the importance of wearing protective clothing/equipment for specific tasks and work conditions • Demonstrate safe working practices while dealing with hazards to ensure the safety of self and others. • Employ good housekeeping practices at all times • Apply various appropriate fire extinguishers on different types of fires correctly • Demonstrate rescue techniques applied during fire hazard, good housekeeping in order to prevent fire hazards, and correct use of a fire extinguisher. • Practise prevention against activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals, loud noise • Identify areas in the plant which are potentially hazardous / unhygienic in nature. • Conduct regular checks with support of the maintenance team on machine health to identify potential hazards due to wear and tear of machine. • Inform the concerned authorities on the potential risks identified in the processes, workplace area/ layout, materials used etc. • Identify the threats in the workplace which can potentially	• White Board with marker, projector and duster, charts etc. • Pen drives, computers etc. for conduct of class • Common hand tools like Vernier calliper, micrometer, drills, tapes and dyes etc. • Plastics raw material like PP, HDPE, PET, PBT, PVC etc. for training on machines of Blow grade from good/reputed supplier • Basics machines for training like hand blow moulding, semiautomatic blow moulding, Automatic blow moulding • Pre drying system like Oven Drier, Hopper Drier, Dehumidifier, Chillers, Injection Stretch Blow Moulding Machine etc.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		harm man/ machine during operations. • Create awareness amongst others by sharing information on the identified risks.	
	Total Duration **Theory Duration** **180:00** **Practical Duration** **300:00**	**Unique Equipment Required:** **1. Class Room equipment:** Projector/Screen, Computer, charts, Black / White board and duster. **2. Measuring equipment:** Steel Ruler, Micrometer, Vernier Caliper, Radius gauge, Feeler gage, Steel measuring tape, Weighing Balance (1 No.) **3. Hand Tools:** Hammer, screw driver set with Multiple heads, Allen key hexagonal, File triangular, Hacksaw, adjustable, Spanner set double side, Adjustable spanner **4. Personal Protective equipment:** Safety Goggles, Rubber Gloves, Asbestos gloves, Fire Extinguisher, Apron, Helmet, First Aid Box with Medicines **5. Plastics raw material:** PP, HDPE, Blow moulding grade. **6. Mould:** Hand mould, Blow Mould **7. Auxiliaries equipment:** Automatic Hopper Loader, Hot air oven and Dryer, Dehumidifier, Mould Temperature Controller, Scrap Grinder, Crane, Air Compressor, Hot air blow Gun, Water cooling Tower, Hand Operated Blow Moulding M/C with accessories, Semi-Automatic Blow Moulding Machine, Fully Automatic Single stage Blow Moulding machine, Full Automatic Double stage Blow Molding machine, Injection stretch Blow Moulding Machine	

Grand Total Course Duration: **480 Hours 0 Minutes**

(This syllabus/ curriculum has been approved by ***Rubber Skill Development Council)***

Trainer Prerequisites for Job role: "Machine Operator Assistant - Plastics Recycling" mapped to Qualification Pack: "RSC/Q4901 (CPC/Q2903)" Version 1.0

Sr. No.	Area	Details
1	**Description**	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack "RSC/Q4901 (CPC/Q2903), V 1.0".
2	**Personal Attributes**	A Trainer should be free from socio-economic preferences and prejudice. He/ she should be safety conscious and proficient in handling and use security/ safety equipment. Besides being knowledgeable, he/ she should be energetic, motivating, innovative and good at communication. The trainer should be able to establish rapport with the trainees and employ innovative methods to impart instructions.
3	**Minimum Educational Qualification**	VIIIth Standard
4a	**Domain Certification**	Certified for Job Role "Machine Operator Assistant - Plastics Recycling" mapped to the Qualification Pack "RSC/Q4901 (CPC/Q2903), V 1.0" issued by RSDC
4b	**Platform Certification**	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q2601" with scoring of minimum 80%.
5	**Experience**	As per the standards set by relevant SSC to practice in different industry sectors.

Annexure: Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES
Job Role: Machine Operator Assistant - Plastics Recycling **Qualification Pack Code: RSC/Q4901 (CPC/Q2903), V 1.0** **Sector Skill Council: Rubber Skill Development Council**

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also laydown proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria.
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Assessable outcome		Marks Allocation		
NOS	**Assessment Criteria**	**Total**	**Theory**	**Practical**
RSC/N4901 (CPC/N2911): Understand basic concepts, job requirements & basics knowhow related to process	PC1. To interact with the operator in order to understand the production schedule	9.5	2.5	7
	PC2. To help in planning the day's production activities based on the operator's instructions	9.5	2.5	7
	PC3. To ensure availability of consumables and plastics materials for production in sufficient quantity as per production plan/operators instructions	9	1.5	7.5
	PC4. Clearly understanding the does and don'ts of the manufacturing process as defined in SOPs/ Work Instructions or defined by operator	9	1.5	7.5
	PC5. Check availability of the personal protective equipment (PPE) like Gloves, Goggles etc.	9	1.5	7.5
	PC6. Understand the moulding procedure and process to be adopted for completing the work order from the operator by referring the Work Instruction document/ SOP manual	9	1.5	7.5
	PC7. Ensure that the required material is procured from the store before starting the process	9	1.5	7.5
	PC8. Understand the Dye and pelletizer etc. required for executing the required operation and ensure that the same is available for operation	9	1.5	7.5
	PC9. If Dye is not available collect the Dye from tool room .	9	1.5	7.5
	PC10. If Dye is not available collect the Dye from tool room	9	1.5	7.5
	PC11. If Dye is not available collect the Dye from tool room	9	1.5	7.5
	PC12. Ensure Dye are clean if not clean with soft cotton cloth	9	2.5	6.5
	PC13. Ensure cleaning of the other auxiliaries tools, (if any) before the initiation of the recycling and pelletizing process	9	2.5	6.5
	PC14. Ensure cleaning of the other auxiliaries tools, (if any) before the initiation of the recycling and pelletizing process	9	2.5	6.5

Assessable outcome		Marks Allocation		
NOS	**Assessment Criteria**	**Total**	**Theory**	**Practical**
	PC15. Ensure availability of the coolant and working of valves to circulate the coolant to cool and solidify plastic filaments for pelletizing	9	2.5	6.5
	PC16. Understand the plastics waste material like dust, moisture etc. required for executing the activity	9	2.5	6.5
	PC17. Refer the queries to supervisor if they cannot be resolved by the operator	9	2.5	6.5
	PC18. Confirm self - understanding to the operator once the query is resolved so that all doubts & queries can be resolved before the actual process execution	9	2.5	6.5
	Subtotal	**163**	**36**	**127**
RSC/N4902 (CPC/N2912): Assist in performing the Plastics Recycling related operations, monitor process parameters and troubleshoot the process/material if any under the guidance of Operator	PC1. Check for operation of moulding apparatus like hopper, heaters etc. as per the checklist provided	9	2	7
	PC2. Fix the desired Mould to the injection moulding machine in order to achieve the desired operation as per the Work Instructions/ SOPs	9	2	7
	PC3. Make modifications in the process parameters (by selecting the right program from the machine control system) if required and ensure alignment with the prescribed standards as guided by Operator.	9	2	7
	PC4. Perform preheating of plastic granules (In case of Engineering plastics)	10	3	7
	PC5. Ensure that the plastic granules are mixed with additives (if any) before being fed into the hopper	10	3	7
	PC6. Conduct a test process and produce a sample output as per the required	10	3	7
	PC7. Ensure that the dimensions of the output product are measured as per the process given in the Work Instructions/ SOP under guidance of operator.	9	2	7
	PC8. Start the production process as instructed by Operator.	9	2	7
	PC9. Feed the required operation code in the apparatus for heaters to melt the plastic	9	2	7

Assessable outcome		Marks Allocation		
NOS	**Assessment Criteria**	**Total**	**Theory**	**Practical**
	granules at the predefined temperature			
	PC10. Run the machine in Semi-Auto or Automatic mode of operation as guided by the operator.	9	2	7
	PC11. Check-list procedure to ensure quality of final product	9	2	7
	Subtotal	**102**	**25**	**77**
RSC/N4903 (CPC/N2913) To conduct basic quality checks of the finished products with reference to the approved product	PC1. Compare texture, colour, surface properties, hardness and strength etc. with the given approved product.	11	3	8
	PC2. Rectify minor defects like dimension variation, thickness variation etc. by control process parameters etc. and informing operator.	25	5	20
	PC3. Provide first and last output from each batch to the lab for quality check on its composition, properties etc.	25	5	20
	PC4. Obtain clearance for the entire batch from the lab and submit the operator.	12	2	10
	Subtotal	**73**	**15**	**58**
RSC/N4101 (CPC/N 0411): Maintain basic health and safety practices at the workplace, 5S	PC1. Wear protective clothing/equipment for specific tasks and work conditions	2.5	0.5	2
	PC2. Carry out safe working practices while dealing with hazards to ensure the safety of self and others.	2.5	0.5	2
	PC3. Apply good housekeeping practices at all times	2.5	0.5	2
	PC4. Use the various appropriate fire extinguishers on different types of fires correctly	2.5	0.5	2
	PC5. Demonstrate rescue techniques applied during fire hazard, demonstrate good housekeeping in order to prevent fire hazards, demonstrate the correct use of a fire extinguisher.	2.5	0.5	2
	PC6. Identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals, loud noise, and Identify areas in the plant which are potentially hazardous/unhygienic in nature. Conduct regular checks with support of the	2.5	0.5	2

Assessable outcome		Marks Allocation		
NOS	Assessment Criteria	Total	Theory	Practical
	maintenance team on machine health to identify potential hazards due to wear and tear of machine.			
	PC7. Inform the concerned authorities on the potential risks identified in the processes, workplace area/ layout, materials used etc., Inform the concerned authorities about machine breakdowns, damages which can potentially harm man/ machine during operations.	2.5	0.5	2
	PC8. Create awareness amongst other by sharing information on the identified risks.	2.5	0.5	2
	PC9. Follow the sorting process and check that the tools, fixtures & jigs that are lying on workstations are the ones in use and un- necessary items are not cluttering the workbenches or work surfaces.	2.5	0.5	2
	PC10. Ensure segregation of waste in hazardous/ non Hazardous waste as per the sorting work instructions	2.5	0.5	2
	PC11. Follow the technique of waste disposal and waste storage in the proper bins as per SOP	1.5	0.5	1
	PC12. Segregate the items which are labeled as red tag items for the process area and keep them in the correctplaces	1.5	0.5	1
	PC13. Sort the tools/ equipment/ fasteners/ spare parts as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/work instructions	1.5	0.5	1
	PC14. Ensure that areas of material storage areas are not overflowing PC15. Properly stack the various types of boxes and containers as per the size/ utility to avoid any fall of items/ breakage and also enable easy sorting when required	1.5	0.5	1
	PC16. Return the extra material and tools to the designated sections and make sure that no additional material/ tool is lying	1.5	0.5	1

Assessable outcome		Marks Allocation		
NOS	**Assessment Criteria**	**Total**	**Theory**	**Practical**
	near the work area			
	PC17. Follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards.	1.5	0.5	1
	PC18. Follow the proper labelling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists	1.5	0.5	1
	PC19. Check that the items in the respective areas have been identified as broken or damaged	1.5	0.5	1
	PC20. Followthegiveninstructionsandcheck for levelling of fluids, oils, lubricants, solvents, chemicals etc. and proper storage of the same To avoid spillage, leakage, fire etc.	1.5	0.5	1
	PC21. Make sure that all material and tools are stored in the designated places and in the mannerindicated in the 5S instructions.	1.5	0.5	1
	Subtotal	**40**	**10**	**30**
RSC/N4504 (CPC/N0219) Basics of computer and data entry in MS OFFICE/office Open source suite Software	PC1. Fill and process mandated forms for receiving, processing, or tracking data enter data from source documents (such as trial report, process sheet etc.) into Computer application having MS OFFICE software.	3	2	1
	PC2. Scan source documents in accordance with specific instructions.	3	2	1
	PC3. Verify data entered with source documents, checks for compliance and corrects all typographical errors and missing or repeated data.	3	2	1
	PC4. Maintain files of source documents or other information related to data entered.	3	2	1
	PC5. Investigate and confirm data that is unclear before entering, generate reports of data entry, store completed work in designated locations and perform backup operations.	3	2	1

Assessable outcome		Marks Allocation		
NOS	**Assessment Criteria**	**Total**	**Theory**	**Practical**
	PC6. Update database information to reflect most current source information	2	1	1
	PC7. Assist in the filing and storage of security and back up data files	3	2	1
	PC8. Respond to requests for information and access relevant files	2	1	1
	Subtotal	**22**	**14**	**8**
	Total	**400**	**100**	**300**