

QUALIFICATION PACK- OCCUPATIONAL STANDARDS FOR PLASTICS INDUSTRY

What are Occupational Standards (OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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INTRODUCTION

Qualifications Pack – Maintenance of Machinery – Assistant

SECTOR: RUBBER

SUB SECTOR: PLASTICS PROCESSING

OCCUPATION: MAINTENANCE

REFERENCE ID: RSC/Q4811 (CPC/Q3002)

Brief Job Description:

The individual is responsible for assisting in smooth and safe operation/repair/maintenance of the equipment at site, supporting in dismantling and providing necessary help during operation of different machine assemblies.

Personal Attributes:

This job requires the individual to work independently and with integrity. He/she should be a quick learner. He/she must be able to interpret findings in a cohesive manner. This job requires the individual to work well with his/her team and achieve joint goals. He/she must be able to prioritize and execute tasks within scheduled time limits. The individual should be able to maintain high concentration levels. He/she should have basic writing and communication skills, safety knowledge, ability to do physical tasks like lifting, holding etc.

Qualifications Document for Maintenance Assistant

Job Detail:	Qualifications Document Code	RSC/Q4811 (CPC/Q3002)		
	Job Role	Maintenance of Machinery - Assistant		
	Credits	TBD	Version number	1.0
	Sector	Rubber	Drafted on	18/05/2016
	Sub Sector	Plastics Processing	Last reviewed on	26/12/2016
	Occupation	Maintenance	Next review date	31/12/2021

Job Role	Maintenance of Machinery - Assistant
Role Description	The individual is responsible for assisting in smooth and safe operation/repair/maintenance of the equipment at site, supporting in dismantling and providing necessary help during operation of different machine assemblies.
NSQF level	2
Minimum Educational Qualifications	V Standard
Maximum Educational Qualifications	
Prerequisite License or Training	<ul style="list-style-type: none"> • Technical knowledge on various tools and tackles • Identifying various work sites • Reading and writing report • 2 weeks on job training (mandatory) • 5S and safety practices
Experience	<ul style="list-style-type: none"> • 0-2 years of experience as general Helper/Assistant • In lieu of minimum qualification the incumbent should have completed NSQF level 1 with experience as trainee/general assistant
Applicable National Occupational Standards (NOS)	<ol style="list-style-type: none"> 1. RSC/N4836 (CPC/3005): Assist maintenance team for disassembly/ reassembly of machine/equipment/assembly 2. RSC/N4837 (CPC/N3006) : Assist for maintenance activities at site/ departments 3. RSC/N4101 (CPC/N0411): Maintain basic health and safety practices at the work place, 5S.
Performance Criteria	As described in the relevant OS units

Qualifications Document for Maintenance Assistant

Definitions

Keywords /Terms	Description
Core Skills/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.
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.
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.
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.
Occupational Standards (OS)	OS are Learning Outcomes which apply uniquely in the Indian context
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
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.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack (QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Document is assigned a unique qualification document code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications Document.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
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.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for a OS unit, which can be denoted with an 'N'
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.

Qualifications Document for Maintenance Assistant

Acronyms	Keywords /Terms	Description
	NOS	National Occupational Standards
	NVEQF	National Vocational Education Qualifications Framework
	NVQF	National Vocational Qualifications Framework
	NSQF	National Skills Qualifications Framework
	OEM	Original Equipment Manufacturer
	QP	Qualification Pack
	5 S	Technique of maintaining orderliness -Japanese terminology
	CP	Control Plan
	WI	Work Instructions

RSC/N4835 (CPC/N3005): Assist maintenance team for disassembly & reassembly of machine / equipment / assembly

National Occupational Standards



Overview

This unit is about assisting maintenance team for maintenance work.

RSC/N4836(CPC/N3005): Assist maintenance team for disassembly & reassembly of machine / equipment / assembly

National Occupational Standards

Unit Code	RSC/N4836 (CPC/N3005)
Unit Title (Task)	Assist maintenance team for disassembly/reassembly of machine/ equipment/ assembly
Description	This unit is about assisting maintenance team for disassembly/reassembly of machine/equipment/assembly to restore the original condition of machine/equipment at work site.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Assisting for disassembly/reassembly of machine/equipment/assembly as per job requirement at site Proper utilisation of tools and tackles and following sequence for disassembly/reassembly at various job sites Supporting Maintenance team for carrying out preventive maintenance work
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Assisting for disassembly/reassembly of machine/equipment/assembly as per job requirement at site	The user/individual on the job must be able to: PC1. adhere to instructions given by supervisor PC2. adhere to time limits given by supervisor PC3. follow proper sequence of work in consultation with supervisor using required tools, tackles, equipment and necessary hardware for the job to be carried out PC4. check the storage of disassembled parts or assemblies in proper condition as per the job requirement and the instructions being provided by the supervisor PC5. coordinate with other team members to carry out work at the job site PC6. understand safety signs and symbols for carrying out work.
Proper utilisation of tools and tackles and following sequence for disassembly/ reassembly at various job sites	The user/individual on the job must be able to: PC7. do the work with proper tools, tackles, equipment and hardware to the job site without damage PC8. inspect work site and extend necessary help for executing the job as per suggestion of the supervisor.
Support Maintenance team for carrying out preventive Maintenance work	The user/individual on the job must be able to: PC9. carry out the routine maintenance check as per the Standard Operating Procedures (SOP) at the start of the work. PC10. assist the technician in applying lubricant, cleaning, etc. PC11. carry out basic preventive maintenance activities as per schedule PC12. report to supervisor for preventive maintenance

RSC/N4836(CPC/N3005): Assist maintenance team for disassembly & reassembly of machine / equipment / assembly

activities	
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the Company/ Organization and its processes)	The user/individual on the job needs to know and understand: KA1. safety policy of the company KA2. emergency organisation of the specific work site KA3. risk and impact of not following defined procedures/work instructions KA4. escalation matrix for reporting identified problems KA5. damage of equipment and direct / indirect cost of accidents KA6. implications of delays in process to the company
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. different types of assembly /disassembly of machinery or part of machinery after reading/understanding drawings /diagrams, under supervision, using required tools, tackles, equipment and hardware for carrying out jobs pertaining to various departments e.g. tool room, plastics processing, testing, mechanical, and electrical, etc. KB2. specific layout of various work sites/departments. KB3. different types of tools, tackles and hardware required for particular job e.g. spanners, hammer, chisel, chain blocks, screw/hydraulic jacks, bearing puller, crimping tools, hydraulic & pneumatic pipe fittings, testing lamps, ampere meter, volt meter, tong tester, megger, screw drivers, Allen keys, trox keys, krone tools etc. KB4. sequence of various dismantling /assembling of equipment at job site KB5. how to identify damage, defects, cracks or leaks beforehand KB6. safety procedure for various work sites and while handling tools, tackles, equipment KB7. the hazardous areas with respect to heat and hazardous fume/gas
Skills (S) w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. record and communicate details of work done to appropriate people using written/typed report or computer based record/electronic mail SA2. perform functional and advanced mathematical and statistical operations and techniques such as estimation and approximation, for practical purposes SA3. fill up appropriate technical forms, process charts, activity logs in required format of the company SA4. write in English and local language. SA5. write notices and other letters to various officers

RSC/N4836(CPC/N3005): Assist maintenance team for disassembly & reassembly of machine / equipment / assembly

	<p>SA6. prepare reports/charts etc.</p> <p>SA7. fill up appropriate activity logs in required format of the company</p>
	<p>Reading and Understanding Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. read and understand manuals, health and safety instructions, memos, reports, job cards etc.</p> <p>SA9. read images, graphs, diagrams, symbols & safety signs</p> <p>SA10. understand the various coding systems as per company norms</p> <p>SA11. read informative periodicals and articles pertaining to specifications of raw materials and products, market reports, etc. in English and local language</p> <p>SA12. read and understand manuals, health and safety instructions, memos, reports, job cards etc.</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>SA13. communicate with upstream and downstream teams</p> <p>SA14. communicate with job owners like sample rigging section, supplier etc.</p> <p>SA15. work in a team and know other behavioural skills required to support the small group activities (Example: quality circle, cross functional team, suggestion scheme)</p> <p>SA16. disclose information only to those who have the right and need to know it.</p> <p>SA17. communicate confidential and sensitive information discretely to authorized person as per SOP</p> <p>SA18. express statements, opinions or information clearly so that others can hear and understand</p> <p>SA19. respond appropriately to any queries</p> <p>SA20. communicate with all sources from where the lab receives the samples</p> <p>SA21. communication with his/her manager</p> <p>SA22. instruct the team and encourage the team to adapt behavioural skills required to support the group activities.</p>
	<p>Integrity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA23. practice honesty with respect to company property and time</p> <p>SA24. communicate with people in a form and manner and using language that is open and respectful</p> <p>SA25. resolve any difficulties in relationships with colleagues amicably</p>

RSC/N4836(CPC/N3005): Assist maintenance team for disassembly & reassembly of machine / equipment / assembly

	<p>Motivation</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA26. take responsibility for completing one’s work assignment</p> <p>SA27. take initiative to enhance/learn skills in one’s area of work</p> <p>SA28. learn from experience in a range of settings and scenarios and then reflect and analyse them.</p> <p>SA29. adapt to new ways of doing things</p> <p>SA30. 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>SA31. avoid absenteeism</p> <p>SA32. act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SA33. work in disciplined lab environment</p> <p>SA34. be punctual</p>
	<p>B. Professional Skills</p> <p>Material and Equipment understanding, time management</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. understand basic purpose of tool room, processing and lab equipment/apparatus including operational safety points.</p> <p>SB2. prioritize and execute tasks within the scheduled time limits</p> <p>SB3. handle plastic raw materials and data sheet</p>

RSC/N4836(CPC/N3005): Assist maintenance team for disassembly & reassembly of machine / equipment / assembly

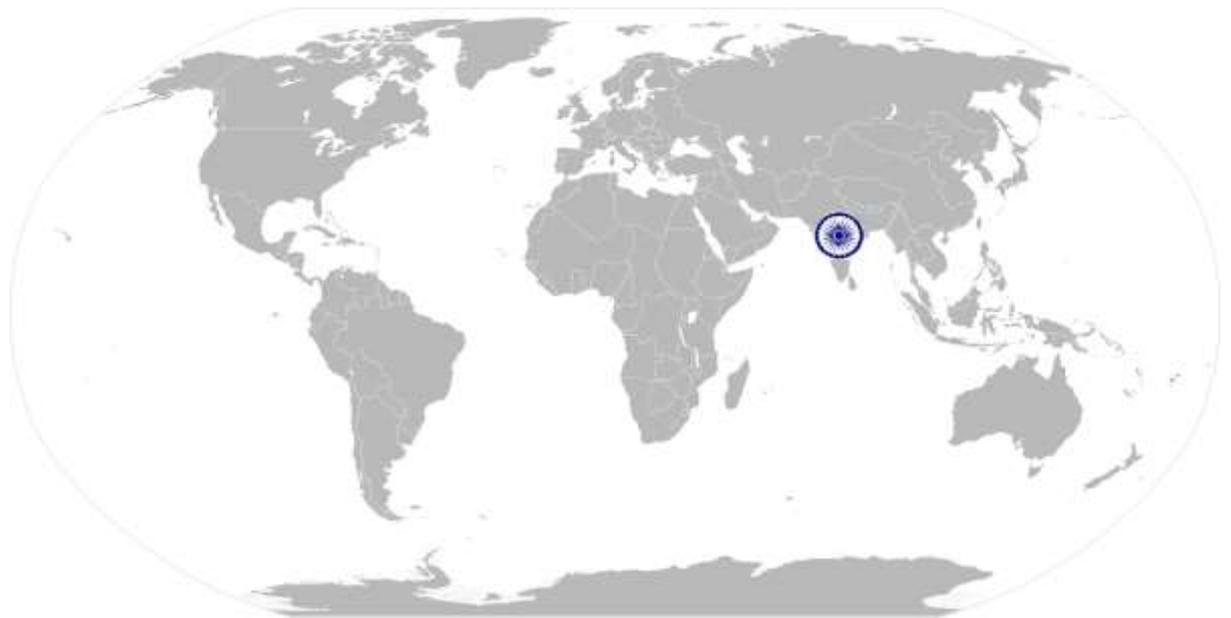
NOS Version Control

NOS Code	RSC/N4836 (CPC/N3005)		
Credits	TBD	Version number	1.0
Sector	Rubber	Drafted on	18/05/2016
Sub Sector	Plastics Processing	Last reviewed on	26/12/2016
Occupation	Maintenance	Next review date	31/12/2021



RSC/N4837 (CPC/N3006): Assist for maintenance activities at site/departments

National Occupational Standards



Overview

This unit is about assisting supervisor/technicians for smooth working at site/department.

RSC/N4837 (CPC/N3006): Assist for maintenance activities at site/departments

Unit Code	RSC/N4837 (CPC/N3006)
Unit Title (Task)	Assist for maintenance activities at site/departments
Description	This unit is about assisting supervisors/technicians for smooth working at various job sites/departments.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Obtain information and checklists • Collect necessary tools and supplies • Extend the necessary help before starting the activity till job completion
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Obtain information and checklists	The user/individual on the job must be able to: PC1. collect the daily maintenance checklist from the supervisor/technician. PC2. find out from the supervisor/technician if there is any breakdown or problems in any of the equipment and collect the special maintenance checklist. PC3. do the special maintenance, understand which particular machine(s) are to be checked and where they are located. PC4. remember which the critical equipment is and attend to it first so as to minimize losses to the company. PC5. assist as per plan of sequence in which the maintenance would be carried out so as to optimize down time and reduction in losses.
Collect necessary tools and supplies	The user/individual on the job must be able to: PC6. collect and wear all the necessary Personal Protective Equipment (PPE). PC7. assess the tooling requirement and collect the necessary tools from the tool crib/storage racks. PC8. collect any grease, lubricants, fluids or replacement parts that would be used from the store area. PC9. fill out any forms required by the store after receiving the supplies.
Extend the necessary help before starting the activity till job completion	The user/individual on the job must be able to: PC10. collect and extend necessary help for smooth and timely completion of the job PC11. check if the work place is properly illuminated PC12. check if the equipment is free from dust, oil, grease etc. PC13. check if the work site is clean before starting the job PC14. extend help to dismantle, assemble and carry out maintenance activities required at the site PC15. oil and grease the parts of equipment post completion of the job PC16. extend necessary help to welder, gas cutter, fitter, electrician, rigger, technician, operator etc. for various nature of activities/jobs PC17. conform the tools, tackles and hardware to be carried back to department/store

RSC/N4837 (CPC/N3006): Assist for maintenance activities at site/departments

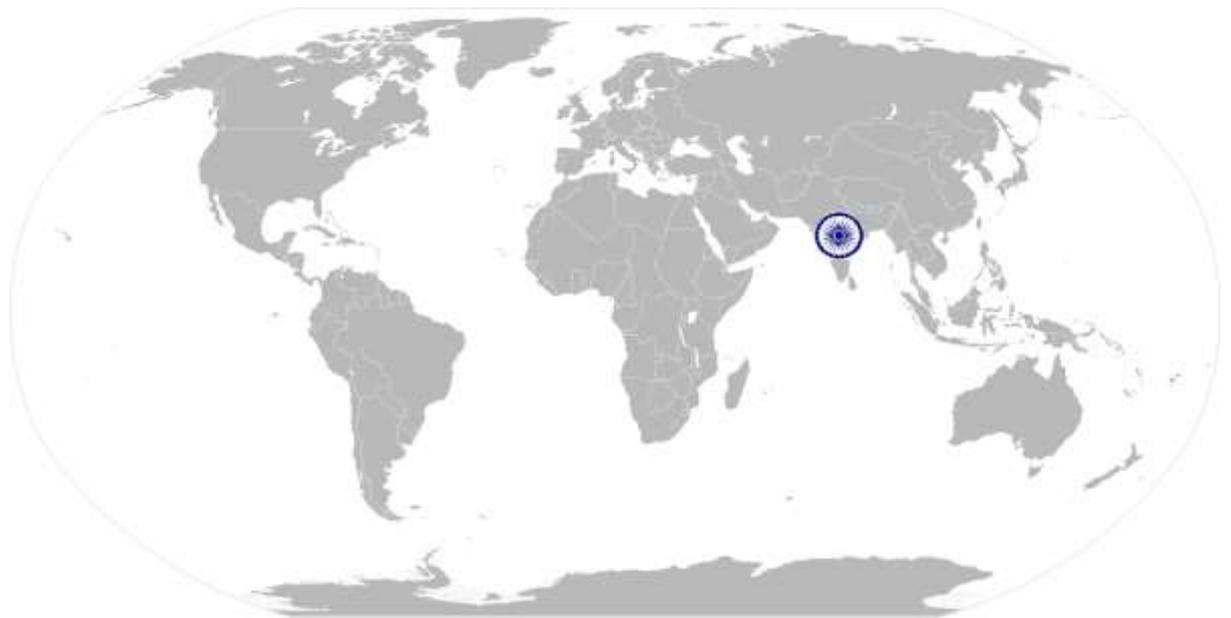
	PC18. inform supervisor on completion of the assigned job
Element	Knowledge and Understanding (K)
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. types of documentation used in organization e.g. daily maintenance checklist and importance of the same</p> <p>KA2. risk and impact of not following defined procedures/work instructions</p> <p>KA3. records to be maintained and implications of non-maintenance of the same</p> <p>KA4. security procedures e.g. secure storage of inventory/tools</p> <p>KA5. rules and regulations of shop floor as per company's standard operating procedure (SOP)</p> <p>KA6. risk and impact of not following safety procedures</p> <p>KA7. escalation matrix for reporting identified problems</p> <p>KA8. cost of equipment and loss for the company that results from damage of equipment</p> <p>KA9. implications of delays in process to the company</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. controls and switches used to operate the machinery properly</p> <p>KB2. basic physics and mechanics associated with the machinery</p> <p>KB3. safety signs, factory signs and other safety and emergency signals</p> <p>KB4. hazard labels for the supplies being used.</p> <p>KB5. the correct maintenance procedures for machinery.</p> <p>KB6. response to emergencies e.g. fire</p> <p>KB7. safety regulations while operating the machinery</p> <p>KB8. optimal working condition of machinery and their components.</p> <p>KB9. optimal levels of fluids and lubricants.</p> <p>KB10. machinery components and particular areas that require greasing.</p> <p>KB11. machinery components and their functions</p> <p>KB12. procedure to handle machinery such as processing, tool room machine and testing equipment.</p> <p>KB13. the procedure to test and safely carry out maintenance tasks on the machinery.</p> <p>KB14. deviations from normal operations, diagnose and repair machinery.</p> <p>KB15. different types of tools, tackles, equipment and hardware required for carrying out jobs pertaining to various departments e.g. tool room, plastics processing & testing, mechanical, electrical, material handling, agglomeration etc.</p> <p>KB16. specific layout of various work sites/departments</p> <p>KB17. different types of tools, tackles and hardware required for particular job and right use for maintenance work e.g. spanners, hammer, chisel, chain blocks, bearing pullers, circlip pliers, jacks, hydraulic & pneumatic pipe fittings, testing lamps, ampere meter, volt meter, tong tester, megger, screw drivers, Allen keys, trox keys etc.</p> <p>KB18. sequence of various dismantling /assembling of equipment at job site</p> <p>KB19. how to visually identify the damage, defects, cracks or leaks</p>

RSC/N4837 (CPC/N3006): Assist for maintenance activities at site/departments

	beforehand KB20. safety procedure for various work sites and while handling tools, tackles, equipment KB21. hazardous areas with respect to heat and hazardous fumes/gas
Skills (S) w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills The user/ individual on the job needs to know and understand how to: SA1. construct simple sentences and express ideas clearly through written communication SA2. fill out checklists, maintain logbooks detailing maintenance activities conducted SA3. fill up appropriate technical forms, process charts, activity logs in required format of the company SA4. write simple letters, mails, etc.
	Reading Skills The user/individual on the job needs to know and understand how to: SA5. read work instructions and standard operation procedures (SOP) SA6. read labels to identify product and its associated hazard. SA7. read and understand instructions from checklists /company log books and records SA8. read manuals, circuit diagrams and safety signs SA9. read equipment manuals and process documents given by the equipment supplier to understand the equipment and working processes
	Oral Communication (Listening and Speaking skills) The user/individual on the job needs to know and understand how to: SA10. communicate clearly with supervisors and peers SA11. communicate regularly with all employees involved in the chain of activities on the shop floor to check if they are running smoothly SA12. provide advice and guidance to peers and juniors SA13. communicate the operational requirements SA14. answer the queries raised by the operative team as well as others SA15. effectively communicate with the supervisor related to work expectations, timelines and schedule for completion of the assigned job SA16. listen actively to the queries and grievances raised by the operative team and comprehend the information given by the speaker
	Integrity The user/individual on the job needs to know and understand how to: SA17. maintain integrity with respect to company property and time SA18. communicate with people in a polite manner using respectful language SA19. resolve difficulties with colleagues amicably

RSC/N4837 (CPC/N3006): Assist for maintenance activities at site/departments

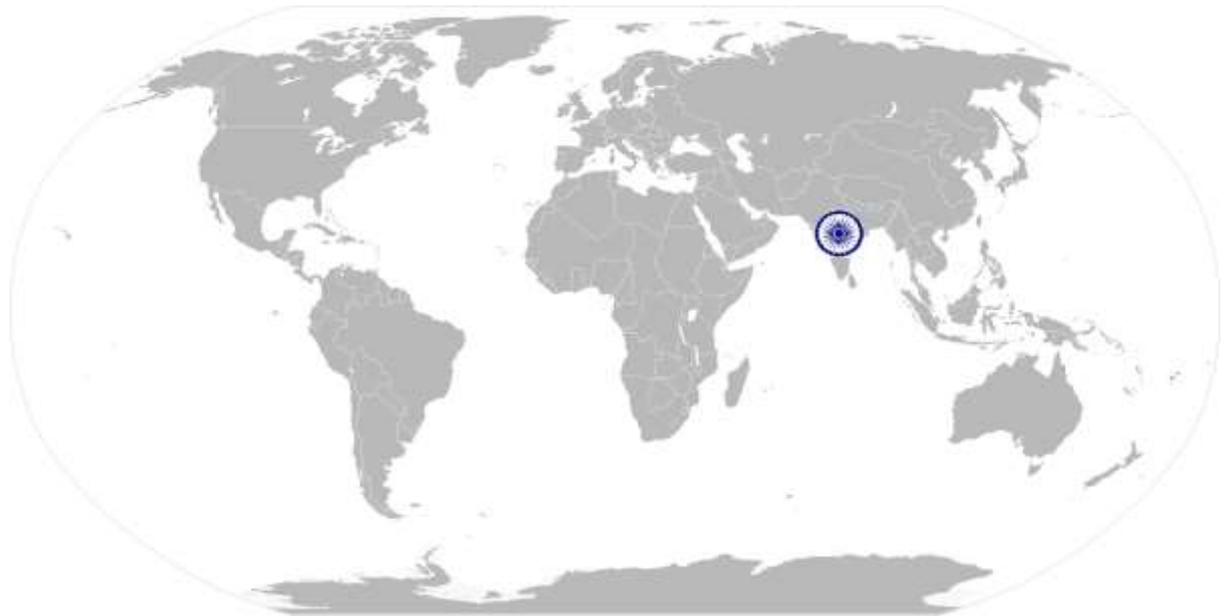
	Reliability
	The user/individual on the job needs to know and understand how to: SB20. avoid absenteeism and maintain quality of work SB21. work in a disciplined environment and adhere to working norms of the organization SB22. be punctual and adhere to timelines
B. Professional Skills	Time Management
	The user/individual on the job needs to know and understand how to: SB1. prioritize and execute tasks within the scheduled time limits



RSC/N4837 (CPC/N3006): Assist for maintenance activities at site/departments

NOS Version Control

NOS Code	RSC/N4837 (CPC/N3006)		
Credits	TBD	Version number	1.0
Sector	Rubber	Drafted on	18/05/2016
Sub Sector	Plastics Processing	Last reviewed on	26/12/2016
Occupation	Maintenance	Next review date	31/12/2021



RSC/N4101 (CPC/N0411): Maintain basic health and safety practices at the work place, 5S.

National Occupational Standards



Overview

This unit covers health, safety and security at the workplace. This includes procedures and practices that candidates need to follow to help maintain a healthy, safe and secure work environment.

RSC/N4101 (CPC/N0411): Maintain basic health and safety practices at the work place, 5S.

National Occupational Standards	Unit Code	RSC/N4101 (CPC/N0411)
	Unit Title Task)	Maintain basic health and safety practices at the work place, 5S.
	Description	<p>This unit is about knowledge and practices relating to health, safety and security that candidates need to use in the workplace. It covers responsibilities towards self, others, assets and the environment.</p> <p>It includes understanding of risks & hazards in the workplace, along with common techniques to minimize risk, deal with accidents, emergencies etc. It covers knowledge of fire safety, common first aid applications and safe practice.</p> <p>This unit is about ensuring all 5S activities both at the shop floor and the office area to facilitate increase in work productivity.</p>
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Health and safety procedure. • Fire safety procedure. • Emergencies, rescue and first aid procedures. • Ensure sorting, stream lining, storage and documentation, cleaning, standardization and sustenance across the plant premises of the organization.
Performance Criteria (PC) w.r.t. the Scope		
Element	Performance Criteria	
Health and safety	<p>The user/individual on the job must be able to:</p> <p>PC1. wear protective clothing/equipment for specific tasks and work conditions</p> <p>PC2. carry out safe working practices while dealing with hazards to ensure the safety of Self and others.</p> <p>PC3. apply good housekeeping practices at all times</p>	
Fire safety	<p>The user/individual on the job must be able to:</p> <p>PC4. use appropriate fire extinguishers on different types of fires correctly</p> <p>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.</p>	
Emergencies, rescue and first aid procedures.	<p>The user/individual on the job must be able to:</p> <p>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 maintenance team on machine health to identify potential hazards due to wear and tear of machine.</p> <p>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.</p> <p>PC8. create awareness amongst others by sharing information on the identified risks.</p>	

RSC/N4101 (CPC/N0411): Maintain basic health and safety practices at the work place, 5S.

<p>Ensure sorting, stream lining, storage and documentation, cleaning, standardization and sustenance across the plant premises of the organization.</p>	<p>The user/individual on the job must be able to:</p> <p>PC9. follow the sorting process and check that the tools, fixtures & jigs that are lying on workstations are the ones in use and unnecessary items are not cluttering the workbenches or work surfaces.</p> <p>PC10. check the segregation of waste in hazardous/ non Hazardous categories as per the sorting work instructions</p> <p>PC11. follow the technique of waste disposal and waste storage in the proper bins as per SOP</p> <p>PC12. segregate the items which are labeled as red tag items for the process area and keep them in the correct places</p> <p>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</p> <p>PC 14. check if the areas of material storage areas are not overflowing</p> <p>PC15. Check if the various types of boxes and containers are properly stacked as per the size/ utility to avoid any fall of items/ breakage and also enable easy sorting when required</p> <p>PC 16. return of extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area</p> <p>PC 17. follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards</p> <p>PC 18. follow the proper labeling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists</p> <p>PC 19. check if the items in the respective areas have been identified as broken or damaged</p> <p>PC 20. follow the given instructions and check for labeling of fluids, oils, lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc.</p> <p>PC 21. check if all material and tools are stored in the designated places and in the manner indicated in the 5S instructions</p>
<p>Knowledge and Understanding (K)w.r.t. the scope</p>	
<p>Element</p>	<p>Knowledge and Understanding</p>
<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. relevant standards, procedures and policies related to Health, Safety and Environment followed in the company</p> <p>KA2. emergency handling procedures & hierarchy for escalation</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. safety procedures (firefighting, first aid) within the organization</p> <p>KB2. various types of PPEs and their usage</p> <p>KB3. risks/hazards associated with each occupation in the organization</p>

RSC/N4101 (CPC/N0411): Maintain basic health and safety practices at the work place, 5S.

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB4. the importance of personal hygiene and how an individual contribute towards creating a highly safe and clean working environment the individual on the job needs to know and understand.</p> <p>KB5. the meaning of “hazards” and “risks”</p> <p>KB6. the health and safety hazards commonly present in the work environment and related precautions</p> <p>KB7. the possible causes of risk, hazard or accident in the workplace and why risk and/or accidents are possible</p> <p>KB8. the possible causes of risk and accident (due to oil leakage)</p> <p>KB9. methods of accident prevention</p> <p>KB9. safe working practices when working with tools and machines</p> <p>KB10. safe working practices while working at various hazardous sites</p> <p>KB11. where to find all the general health and safety equipment in the workplace</p> <p>KB12. various dangers associated with the use of electrical equipment</p> <p>KB13. preventative and remedial actions to be taken in the case of exposure to toxic materials</p> <p>KB14. the Importance of using protective clothing/equipment while working</p> <p>KB15. precautionary activities to prevent the fire accident</p> <p>KB16. various causes of fire</p> <p>KB17. the techniques of using the different fire extinguishers</p> <p>KB18. the different methods of extinguishing fire</p> <p>KB19. the different materials used for extinguishing fire</p> <p>KB20. rescue techniques applied during a fire hazard</p> <p>KB21. various types of safety signs and what they mean</p> <p>KB22. appropriate basic first aid treatment relevant to the condition e.g. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries</p> <p>KB23. the content of written accident report</p> <p>KB24. potential injuries and ill health associated with incorrect manual handling</p> <p>KB25. safe lifting and carrying practices</p> <p>KB26. personal safety, health and dignity issues relating to the movement of a person by others</p> <p>KB27. potential impact to a person who is moved incorrectly</p> <p>KB28. 5S procedures</p> <p>KB29. the various types 5s practices followed in various areas</p> <p>KB30. understand to the 5S checklists provided in the department/ team</p> <p>KB31. the identification of useful & non useful items</p> <p>KB32. labels , signs & colours used as indicators</p> <p>KB33. how to sort and store various types of tools, equipment, material etc.</p> <p>KB34. how to identify various types of waste products</p> <p>KB35. the impact of waste/ dirt/ dust/unwanted substances on the process/ environment/ machinery/ human body.</p> <p>KB36. best ways of cleaning & waste disposal</p>
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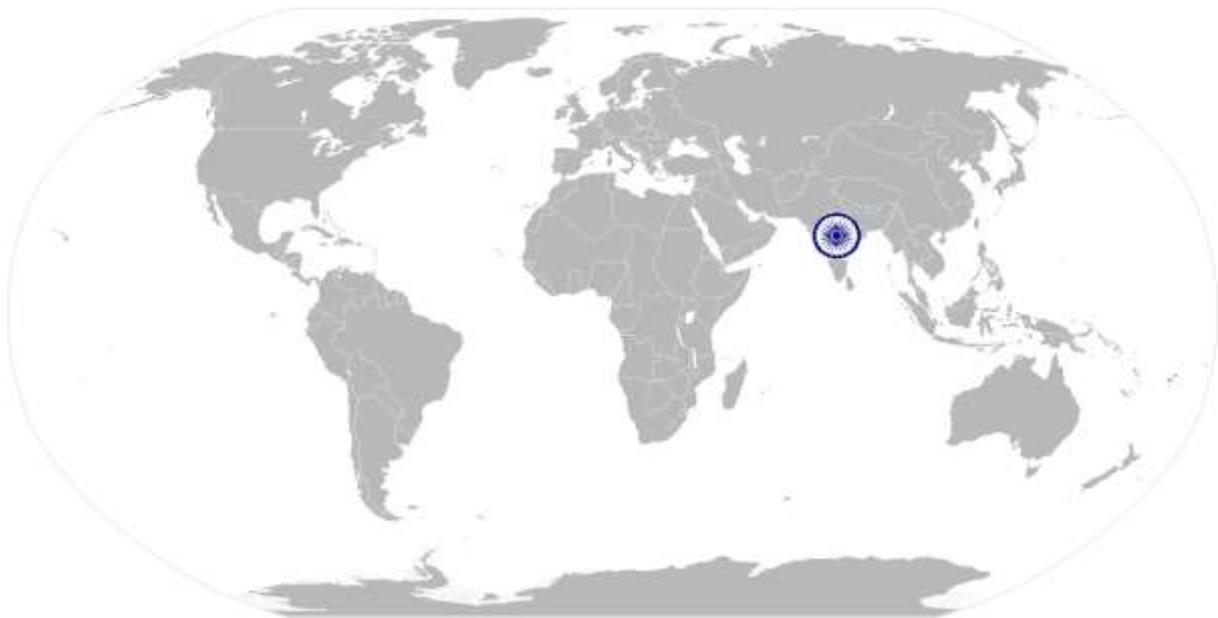
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Skills (S)w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. understand basic level notes and observations.
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read safety instructions put up across the plant premises SA3. read safety precautions mentioned in equipment manuals and panels to understand the potential risks associated
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. effectively communicate information to team members SA5. inform employees in the plant and concerned functions about events, incidents & potential risks observed related to safety, health and environment.
	SA6. question operator/ supervisor in order to understand the safety related issues SA7. Listen attentively and comprehend the information given by the speaker during safety drills and training programs
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. process the work order and jobs received from the internal customers. SB2. design documents received from internal customers SB3. understand & organize all process/ equipment manuals so that sorting out information is fast.
	Judgment and Critical Thinking
	The user/individual on the job needs to know and understand how to: SB4. use common sense and make judgments during day to day basis SB5. use intuition to detect any potential problems which could arise during operations
	Desire to learn and take initiatives
	The user/individual on the job needs to know and understand how to: SB6. follow instructions and work on areas of improvement identified SB7. complete the assigned tasks with minimum supervision SB8. complete the job defined by the supervisor within the timelines and quality norms

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NOS Version Control

NOS Code	RSC/N4101 (CPC/N0411)		
Credits	TBD	Version number	1.0
Sector	Rubber	Drafted on	18/05/2016
Sub Sector	Plastics Processing	Last reviewed on	26/12/2016
Occupation	Maintenance	Next review date	31/12/2021



Qualifications Document for Maintenance of Machinery - Assistant

CRITERIA FOR ASSESSMENT OF TRAINEES	
Job Role	Maintenance of Machinery - Assistant
Qualification Pack	RSC/Q4811 (CPC/Q3002)
Sector Skill Council	Rubber Skill Development Council
Guidelines for Assessment:	
<p>1. Criteria for assessment for each Qualification Document 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.</p> <p>2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.</p> <p>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)</p> <p>4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria.</p> <p>5. To pass the Qualification Document, every trainee should score a minimum of 70% in every NOS.</p> <p>6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.</p>	

NOS	Assessable Outcome Performance Criterion Description	Assessment Criteria for the outcome		
		Total	Theory	Practical
RSC/N4836 (CPC/N 3005): Assist maintenance team for disassembly/ reassembly of machine/ equipment/ assembly	PC1. adhere to instructions given by supervisor	7	2	5
	PC2. adhere to time limits given by supervisor	7	2	5
	PC3. follow proper sequence of work in consultation with supervisor using required tools, tackles, equipment and necessary hardware for the job to be carried out	7	2	5
	PC4. check the storage of disassembled parts or assemblies in proper conditions as per the job requirement and the instructions being provided by the supervisor	7	2	5
	PC5. coordinate with other team members to carry out work at the job site	7	2	5
	PC6. understand safety signs and symbols for carrying out work.	7	2	5
	PC7. do the work with proper tools, tackles, equipment and hardware to the job site without damage	7	2	5
	PC8. inspect work site and extend necessary help for executing the job as per suggestion	7	2	5

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	of the supervisor.			
	PC9. carry out the routine maintenance check as per the standard operating procedures (SOP) at the start of the work.	6	1	5
	PC10. assist the technician in applying lubricant, cleaning, etc.	6	1	5
	PC11. carry out basic preventive maintenance activities as per schedule	6	1	5
	PC12. report to supervisor for preventive maintenance activities	6	1	5
	Sub total	80	20	60
RSC/N 4837 (CPC/N 3006): Assist for maintenance activities at site/ departments	PC1. collect the daily maintenance checklist from the supervisor/technician	5	1	4
	PC2. find out from the supervisor/technician if there is any breakdown or problems in any of the equipment and collect the special maintenance checklist.	5	1	4
	PC3. do the special maintenance, understand which particular machine(s) are to be checked and where they are located	5	1	4
	PC4. remember which the critical equipment is and attend to it first so as to minimize losses to the company	5	1	4
	PC5. assist as per plan of sequence in which the maintenance would be carried out so as to optimize down time and reduction in losses.	5	1	4
	PC6. collect and wear all the necessary Personal Protective Equipment (PPE).	5	1	4
	PC7. assess the tooling requirement and collect the necessary tools from the tool crib/storage racks.	5	2	3
	PC8. collect any grease, lubricants, fluids or replacement parts that would be used from the store area.	5	2	3
	PC9. fill out any forms required by the store after receiving the supplies.	4	1	3
	PC10. collect and extend necessary help for smooth and timely completion of the job	4	1	3
	PC11. check if the work place is properly illuminated	4	1	3
	PC12. check if the equipment is free from dust, oil, grease etc.	4	1	3
	PC13. check if the work site is clean before starting the job	4	1	3
	PC14. extend help to dismantle, assemble and carry out maintenance activities required at the site	4	1	3
	PC15. oil and grease the parts of equipments post	4	1	3

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	completion of the job			
	PC16. extend necessary help to welder, gas cutter, fitter, electrician, rigger, technician, operator, scaffolder etc. for various nature of activities/jobs	4	1	3
	PC17. conform the tools, tackles and hardware to be carried back to department/store	4	1	3
	PC18. inform supervisor on completion of the assigned job	4	1	3
	Sub total	80	20	60
RSC/N4101 (CPC/N0411) 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 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 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 maintenance team on machine health to identify potential hazards due to wear and tear of machine.	2.5	0.5	2
	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 unnecessary items are not cluttering the	2.5	0.5	2

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	workbenches or work surfaces.			
	PC10. check the segregation of waste in hazardous/ non Hazardous categories 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 labelled as red tag items for the process area and keep them in the correct places	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. check if the areas of material storage areas are not overflowing PC15. check if the various types of boxes and containers are properly stacked 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 near the work area	1.5	0.5	1
	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 if the items in the respective areas have been identified as broken or damaged	1.5	0.5	1
	PC20. follow the given instructions and check 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. check if all material and tools are stored in the designated places and in the manner indicated in the 5S instructions.	1.5	0.5	1
	Sub total	40	10	30
	Total	200	50	150