

# **APPRENTICESHIP CURRICULUM**

**for**

**Building Operator- Footwear**

**Under**

**Rubber Industry**

**for**

**NSQF Level 4**

**National Apprenticeship Promotion  
Scheme**

1	<b>Program Title-</b> Building Operator: Footwear				
2	<b>Program Code, if any-</b> RSC/Q1205				
3	<b>Any related NSQF approved QP/Course/NOS and code-</b> RSC/Q1205/Level 4				
4	<b>Hours for Basic Training (Block I)-</b> 350 (2 months)				
5	<b>Hours for On the Job Training (Block II)-</b> 1440 (9 months)				
6	<b>Certifying body for Basic Training Program-</b> Rubber Sector Skill Council				
7	<b>Certifying Body for On the Job training-</b> companies/industries in Rubber Sector				
8	<b>Any Licensing requirements, wherever applicable</b>				
9	<b>Minimum eligibility criteria (Educational and/ or technical Qualification)-</b> Class Xth passed  <b>Exemptions, if any –</b> 12 <sup>th</sup> passed/ ITI/Diploma in any engineering stream or In lieu of minimum qualification the employee has worked as a semi-skilled helper for minimum 6 months in the same role.				
10	<b>Trainer’s Qualification and Experience-</b> Minimum qualification for the Trainer should be graduation, with minimum ten years of experience in the Building area of Footwear Industry. In case of training by an outside agency, the trainer should have cleared all the required assessment/ training programs as per the guidelines of NSDC.				
11	<b>NCO code and occupation-</b> NCO – 2004/NIL and Occupation – Building				
12	<b>Proposed NSQF level-</b> Level 4				
13	<b>Indicative list of training tools required to deliver this qualification (may be attached)</b>				
14	<b>Formal structure of the curriculum</b>				
		<b>Modules</b>	<b>Notional hours-Theory</b>	<b>Notional hours-Practical</b>	<b>Total duration</b>
	Basic Training Program	1. Prepare machine and rubber pieces in given specification	20	30	50
		2. Use press operation to prepare footwear	25	40	65
		3. Employ post-building	25	40	65

		activities			
		4. Demonstrate housekeeping tasks	20	40	60
		5. Practice reporting and documentation	20	30	50
		6. Manage quality checks	20	30	50
		7. Demonstrate problem identification and escalation	20	40	60
		<b>Total</b>	<b>150</b>	<b>250</b>	<b>400</b>
	On the Job Training Program	1. Prepare machine and rubber pieces in given specification	20	195	215
		2. Use press operation to prepare footwear	20	195	215
		3. Employ post-building activities	20	195	215
		4. Demonstrate housekeeping tasks	20	195	215
		5. Practice reporting and documentation	40	140	180
		6. Manage quality checks	20	200	220
		7. Demonstrate problem identification and escalation	50	130	180
			<b>Total</b>	<b>190</b>	<b>1250</b>
<b>15</b>	<b>Total Pass marks</b>				
		<b>Pass Marks-Theory</b>	<b>Pass Marks-Practical</b>		
	<b>Basic Training Program (70%)</b>	294 out of 420	196 out of 280		
	<b>On the Job Training Program (70%)</b>	133 out of 190	875 out of 1250		

16	<p><b>Job description-brief-</b> A Building Operator for footwear is responsible for making the specified type of footwear from the processed rubber compound.</p>
17	<p><b>Progression from the qualification (Please show Professional and academic progression)-</b>            Building Operator            Acting Supervisor            Full-fledged Supervisor            Foreman or Assistant Manager</p> <p>Applicable for any employee who has covered around five years in the footwear Industry as Building Operator</p>
18	<p><b>Employment avenues/opportunities-</b>            After working for around five years, a Building Operator in the Footwear Industry can get an opportunity to work as a Supervisor, followed by higher positions like a Foreman, Assistant Manager, Deputy Manager &amp; Manager, provided his basic qualification is 10+2 or above.</p>
19	<p><b>Assessment strategy (Basic training and On the Job)</b></p> <p><b>For Basic Training &amp; On the Job:</b></p> <ul style="list-style-type: none"> <li>• Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each</li> <li>• Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills practical for each PC.</li> <li>• The assessment for the theory part will be based on knowledge bank of questions created by the SSC.</li> <li>• Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.</li> <li>• Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).</li> <li>• Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.</li> <li>• To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.</li> <li>• In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.</li> </ul>

	<ul style="list-style-type: none"><li>• The assessment of candidates will be conducted at NOS level.</li><li>• Assessment criterion has been defined for each NOS and it includes both theoretical and practical skills on which the candidate will be assessed.</li><li>• Practical knowledge is tested through assessor driven evaluation, Situational Judgment Tests and Simulations. A mix of the three is used to evaluate the trainee on his practical knowledge of the QP.</li><li>• The candidate is assessed on skills, knowledge and behavioural aspects.</li></ul>
<b>20</b>	<b>Curriculum update version and date- 05/03/19</b>
<b>21</b>	<b>Curriculum revision date- 04/03/2020</b>

## Curriculum

Module Name with duration	Key Learning outcomes
<p>1. Prepare machine and rubber pieces in given specification</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code RSC/N1213</p>	<ul style="list-style-type: none"> <li>• Examine the cleanliness of the machine, rubber skid and mould.</li> <li>• Prepare the weighing scale and all other tools in the stand before starting the building process</li> <li>• Explain the equipment preparation process as per company requirements</li> <li>• Practice setting parameters on the machine (temperature and other parameters) as per the organizational SOP.</li> <li>• Examine the proper functioning of all safety devices on the machine before work begins.</li> <li>• Organize sufficiently to ensure that no delays are caused as a result of improper preparation and failure to identify problems.</li> <li>• Collect the required quantity of components.</li> <li>• Plan for all the required components to be approved and released by the laboratory.</li> <li>• Setup the rubber roll properly and place it on the rubber platform</li> <li>• Demonstrate cutting the rubber sheet as per the given</li> <li>• Practice keeping cut rubber pieces bundle wise</li> <li>• Demonstrate marking batch no. with the help of crayon on top cut pieces</li> <li>• Practice winding up the remaining uncut rubber strip back in roll carefully without any FM/ dust</li> <li>• Use certified equipment for lifting the components and prepared products</li> <li>• Describe all the safety norms (such as wearing protective gloves, mask and safety shoes).</li> <li>• Discuss the need to avoid spillage and follow safety measures as laid down by safety department in case spillage occurs</li> <li>• Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.</li> </ul>

<p>2. Use press operation to prepare footwear</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code RSC/N1214</p>	<ul style="list-style-type: none"> <li>• Recognize the need to ensure that the dimension of each component is as specified in the instructions/organizations SOP.</li> <li>• Evaluate each component w.r.t the given specifications</li> <li>• Describe the method of setting the temperature of the press</li> <li>• Demonstrate opening the mould with the help of a screw driver and clean properly/remove any cured stuck rubber flushes at any part of the mould</li> <li>• Inspect mould for any damage/cut found anywhere in the mould cavity</li> <li>• Setup the rubber cut pieces uniformly in the mould– weight should be as per specification</li> <li>• Demonstrate how to place pieces very quickly in cases where the number of cavities is more than one</li> <li>• Discuss the precautions against putting finger/hand while cutting manually</li> <li>• Practice the disposal of poly used into a separate bin</li> <li>• Describe using certified tools and equipment to lift the components and products</li> <li>• Explain the importance of handling the components using hand gloves and other safety equipment as directed by organizations safety department</li> <li>• List all safety norms (such as wearing protective gloves and shoes, safety goggles etc.)</li> <li>• Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.</li> <li>• Use the guidance of the safety department to contain spillages which may affect the health and safety of self or the environment in the dip mixer area</li> </ul>
<p>3. Employ post-building activities</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 60:00</p>	<ul style="list-style-type: none"> <li>• Analyse and ensure that the output quality is as per the specifications laid down.</li> <li>• Analyse and ensure that the final product is free from any defects</li> <li>• Compose and maintain proper records of used components and output</li> <li>• Explain the importance of disposing waste material safely, as per organizational SOP.</li> <li>• Practice batch marking/coding for the right product as per the instructions laid down by the company (in terms of batch number, weight, color and date stamp) to</li> </ul>

<p>Corresponding NOS Code RSC/N1215</p>	<p>ensure identification and traceability.</p> <ul style="list-style-type: none"> <li>• Arrange and send sample of the prepared of footwear in the specified sample and method as directed by the company</li> <li>• Practice handling the product using hand gloves and other safety equipment.</li> <li>• Comply with all safety norms (such as wearing protective gloves, shoes, safety goggles etc.).</li> <li>• Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.</li> </ul>
<p>4. Demonstrate housekeeping tasks</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code RSC/N5001</p>	<ul style="list-style-type: none"> <li>• Inspect the area while taking into account various surfaces</li> <li>• Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain</li> <li>• Examine and ensure that the cleaning equipment is in proper working condition</li> <li>• Select suitable alternatives for cleaning the areas, in case the appropriate equipment and materials are not available and inform the appropriate person</li> <li>• Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces</li> <li>• Tell the affected people about the cleaning activity</li> <li>• Display the appropriate signage for the work being conducted</li> <li>• Arrange for adequate ventilation for the work being carried out</li> <li>• Practice wearing the personal protective equipment required for the cleaning method and materials being used</li> <li>• Use the correct cleaning method for the work area, type of soiling and surface</li> <li>• Practice cleaning activity without disturbing others</li> <li>• Plan how to deal with accidental damage, if any, caused while carrying out the work</li> <li>• Identify and report to the appropriate person any difficulties in carrying out your work</li> <li>• Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill</li> <li>• Examine to check whether there are oily substances on</li> </ul>



	<p>the floor to avoid slippage</p> <ul style="list-style-type: none"> <li>• Inspect the work area to see that no scrap material is lying around</li> <li>• Organize the maintenance and storage of housekeeping equipment and supplies</li> <li>• Comply with workplace procedures to deal with any accidental damage caused during the cleaning process</li> <li>• Practice keeping the area clean and dry on completion of the work and evaluate whether it meets standard requirements.</li> <li>• Discuss the importance of returning the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored</li> <li>• Explain the process of disposing the waste garnered from the activity in an appropriate manner</li> <li>• Manage disposal of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly</li> <li>• Prepare schedules and records for housekeeping duty</li> <li>• Arrange the replenishment any necessary supplies or consumables</li> </ul>
<p>5. Practice reporting and documentation</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code RSC/N5002</p>	<ul style="list-style-type: none"> <li>• Discuss the need to report data/problems/incidents, as applicable, in a timely manner</li> <li>• Report to the appropriate authority as laid down by the company</li> <li>• Follow reporting procedures as prescribed by the company</li> <li>• Identify documentation to be completed relating to one's role</li> <li>• Practice recording details accurately in an appropriate format</li> <li>• Complete all documentation within stipulated time according to company procedure</li> <li>• Prepare the final document in a manner that allows it to meet with the requirements of the persons who requested it or make any amendments accordingly</li> <li>• Arrange for the documents to be available for inspection to all appropriate authorities</li> <li>• Practice how to respond to requests for information in an appropriate manner whilst following organizational procedures</li> </ul>

	<ul style="list-style-type: none"> <li>• Tell the appropriate authorities about the requests for information that have been received</li> </ul>
<p>6. Manage quality checks</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code RSC/N5003</p>	<ul style="list-style-type: none"> <li>• Demonstrate that total range of checks are regularly and consistently performed</li> <li>• Use appropriate measuring instruments, equipment, tools, accessories etc., as required</li> <li>• Identify non-conformities to quality assurance standards</li> <li>• Identify potential causes of non-conformities to quality assurance standards</li> <li>• Identify impact on final product due to non-conformance to company standards</li> <li>• Evaluate the need for action to ensure that problems do not recur</li> <li>• Identify and suggest corrective action to address problem</li> <li>• Assess the effectiveness of any corrective action taken</li> <li>• Interpret the results of the quality check correctly</li> <li>• Examine results of the findings with QC in charge/appropriate authority.</li> <li>• Evaluate the results of the findings within stipulated time</li> <li>• Create records of results of the actions taken</li> <li>• Create records of adjustments not covered by established procedures, for future reference</li> <li>• Evaluate the effectiveness of action taken</li> <li>• Describe reporting procedures where the cause of the defect cannot be identified</li> </ul>
<p>7. Demonstrate problem identification and escalation</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 30:00</p>	<ul style="list-style-type: none"> <li>• Identify defects/indicators of problems</li> <li>• Recognize any wrong practices that may lead to problems</li> <li>• Recognize the practices that may impact the final product quality</li> <li>• Identify if the problem has occurred before</li> <li>• Assess other operations that might be impacted by the problem</li> <li>• Practice avoiding delays are caused as a result of failure to escalate problems</li> <li>• Collect appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required)</li> </ul>

<p>Corresponding NOS Code RSC/N5004</p>	<ul style="list-style-type: none"> <li>• Estimate possible reasons for identification of problems</li> <li>• Assess applicable corrections and formulate corrective action</li> <li>• Formulate action in a timely manner</li> <li>• Express problem/remedial action to appropriate parties</li> <li>• Manage corrective action in a timely manner</li> <li>• Devise corrective action for problems identified according to the company procedures</li> <li>• Practice reporting/documenting problems and corrective actions in an appropriate manner</li> <li>• Examine and monitor corrective action</li> <li>• Evaluate implementation of corrective action taken to determine if the problem has been resolved</li> <li>• Assess whether corrective action selected is viable and practical</li> <li>• Identify correct solutions to the problems determined</li> <li>• Devise corrective action for problems identified according to the company procedures</li> <li>• Discuss the need to avoid delays that are caused as a result of failure to take necessary action</li> <li>• Prepare to escalate problems as per the laid down escalation matrix</li> <li>• Prepare to escalate problems within a stipulated time</li> <li>• Prepare to escalate problems in an appropriate manner</li> <li>• Plan ahead to ensure that no delays are caused as a result of failure to escalate problems</li> </ul>
<p><b>Theory/Basic Training Program- Block I</b></p>	
<p><b>Theory</b></p>	<p><b>110</b></p>
<p><b>Practical</b></p>	<p><b>240</b></p>
<p><b>Total</b></p>	<p><b>350</b></p>
<p><b>On the Job Training Module</b></p>	<p><b>Key Learning outcomes</b></p>
<p>1. Prepare Machine and Rubber pieces in given specification</p>	<ul style="list-style-type: none"> <li>• Arrange the weighing scale and all other tools needed for the building process</li> <li>• Practice equipment preparation process</li> </ul>

<p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 120:00</p> <p>Corresponding NOS Code RSC/N1213</p>	<ul style="list-style-type: none"> <li>• Explain the process of setting parameters for the machine (temperature and other parameters)</li> <li>• Describe the types of defects leading to rejections and their indicators, reasons and possible solutions</li> <li>• Recognize the various abnormalities in the performance of the equipment and provide suitable solutions for those abnormalities</li> <li>• Discuss the implications of delays in the preparation process</li> <li>• Collect the required quantity of components</li> <li>• Arrange for all the required components to be approved and released by the laboratory</li> <li>• Assess the effect of using components of the wrong dimensions</li> <li>• Demonstrate placing the rubber role on the rubber platform</li> <li>• Practice cutting the rubber sheet as per given specifications</li> <li>• Organize cut rubber pieces bundle wise</li> <li>• Practice marking batch number with the help of a crayon on top cut pieces</li> <li>• Demonstrate winding up the remaining uncut rubber strips back in roll carefully without any FM/ dust</li> <li>• Discuss avoiding spillages and follow safety measures given by safety department in case spillage does occurs</li> <li>• Plan the appropriate response to various emergencies, for example, power failures, fire, system failures, spillages</li> <li>• Employ manual intervention to avoid disaster during emergencies.</li> </ul>
<p>2. Perform press operation to prepare footwear</p> <p>Theory Duration (hh:mm)</p>	<ul style="list-style-type: none"> <li>• Analyse the effects of using the wrong dimensions of the components</li> <li>• Explain the process and importance of quality checks</li> <li>• Describe the effects of improper processing on the properties of the rubber compound &amp; the finished product</li> </ul>

<p>30:00 Practical Duration (hh:mm) 180:00</p> <p>Corresponding NOS Code RSC/N1214</p>	<ul style="list-style-type: none"> <li>• Describe the functioning of a press</li> <li>• State the effects of improper setting of temperature and other parameters</li> <li>• Explain the process of mould cleaning and its proper usage</li> <li>• Identify when and how to clean moulds and dispose the cleaning material and left over material</li> <li>• Describe the various types of defects leading to rejections and their indicators, reasons and possible solutions</li> <li>• Analyze the implication of improper placement of rubber pieces in moulds</li> <li>• Explain the properties of the rubber compound</li> <li>• List the units of measurement</li> <li>• Discuss the potential problems in the footwear building operations</li> <li>• Manage the footwear building operation</li> <li>• Plan the appropriate response to various emergencies, for example, power failures, fire, system failures and manual intervention to avoid disasters</li> <li>• Comply with health and safety, in accordance with international/national standards</li> <li>• Comply with the cleanliness and safety requirements for building operation</li> <li>• Use appropriate batch sizes with respect to appropriate machinery</li> <li>• Follow the guidance of the safety department to contain spillages</li> </ul>
<p>3. Perform post-building activities</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration</p>	<ul style="list-style-type: none"> <li>• Practice proper working procedure for moulds</li> <li>• Discuss the process and importance of quality checks</li> <li>• Discuss the importance of ensuring that the final product is free from any defect</li> <li>• State the various types of defects that lead to rejections and their indicators, reasons and possible solutions</li> <li>• Recognize the importance of proper record maintenance</li> <li>• Assess the implications of inappropriate waste disposal</li> </ul>

<p>(hh:mm) 180:00</p> <p>Corresponding NOS Code RSC/N1215</p>	<ul style="list-style-type: none"> <li>• Practice batch marking techniques</li> <li>• Recognize the Implications of incorrect batch marking</li> <li>• Employ coding systems for identification and traceability</li> <li>• Arrange to send sample of the prepared footwear in the specified method</li> <li>• Practice the usage of different types of fire extinguishers</li> <li>• Adhere to all safety norms, environment guidelines and regulations</li> </ul>
<p>4. To carry out house keeping</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 200:00</p> <p>Corresponding NOS Code RSC/N5001</p>	<ul style="list-style-type: none"> <li>• Organize the inspection of the work area to decide the appropriate type of cleaning</li> <li>• Choose the most appropriate place to carry out test cleans and explain why this should be done before applying treatments</li> <li>• List the methods and materials that are used for cleaning variety of surfaces</li> <li>• Recognize the types of cleansing agents that are not to be mixed together</li> <li>• State the correct sequence for cleaning the work area</li> <li>• Estimate the time taken by the treatment to work</li> <li>• Assess the importance of personal protective equipment</li> <li>• Use appropriate personal protective equipment for the work area, cleaning equipment, tools, materials and chemicals used</li> <li>• State the importance of adequate ventilation</li> <li>• Describe the procedures for reporting any unidentified soiling</li> <li>• Describe the escalation procedures for soils or stains that could not be removed</li> <li>• Assess and ensure that there is no oily substance on the floor to avoid slippage</li> <li>• Examine the process of cleaning the surfaces without causing injury or damage</li> <li>• Assess and ensure that no scrap material is lying around.</li> <li>• Manage and store housekeeping equipment and supplies.</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify and follow workplace procedures to deal with any accidental damage caused during the cleaning process.</li> <li>• Plan and ensure that on completion of the work, the area is left clean and dry and meets required standards</li> <li>• Explain the method of checking the treated surface and equipment on completion of cleaning.</li> <li>• Analyse the importance of returning the used equipment, materials and personal protective equipment to the right places ensuring they are clean, safe and securely stored</li> <li>• Practice the procedures for disposing off or storing personal protective equipment.</li> <li>• Practice disposal the waste garnered from the activity in an appropriate manner</li> <li>• Discuss the procedures for disposing off waste.</li> <li>• Create and maintain schedules and records for housekeeping duty</li> <li>• Analyse the levels of hygiene required at the workplace and why it is important to maintain them while working</li> <li>• Examine the importance of applying treatments evenly and recognize the effects of not using treatments</li> </ul>
<p>5. Carry out Reporting &amp; Documentation</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 120:00</p> <p>Corresponding NOS Code RSC/N5002</p>	<ul style="list-style-type: none"> <li>• Practice relevant quality control procedures</li> <li>• List down the characteristics of the products/materials</li> <li>• Analyse the proper procedure for selecting the material/product and performing quality checks without affecting the material</li> <li>• Use suitable equipment to perform quality checks</li> <li>• Arrange for the availability and use of monitoring and measuring device</li> <li>• Recognize the implications of inaccurate measuring and testing instruments and equipment</li> <li>• Estimate the costs of non-conformance to quality standards</li> <li>• Evaluate the implications (impact on internal/external customers) of defective products.</li> <li>• Evaluate the need for action to ensure that problems do</li> </ul>

	<p>not recur.</p> <ul style="list-style-type: none"> <li>• Assess and suggest corrective action to address problem and review the effectiveness of corrective action.</li> <li>• Interpret the results of the quality check correctly and submit the results of the findings with QC in charge within stipulated time.</li> <li>• Record of results of action taken</li> <li>• Recognize the requirement of records</li> <li>• Analyse the importance of maintaining accurate up-to-date record.</li> <li>• Record adjustments not covered by established procedures for future reference.</li> <li>• Review effectiveness of action taken</li> <li>• Discuss the relevance and importance of activities and how they contribute to the achievement of the quality objective.</li> </ul>
<p>6. To carry out Quality Checks</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 120:00</p> <p>Corresponding NOS Code RSC/N5003</p>	<ul style="list-style-type: none"> <li>• Practice relevant quality control procedures</li> <li>• List down the characteristics of the product/material</li> <li>• Employ the proper procedure for selecting the material/product and performing quality checks without affecting the material</li> <li>• Use suitable equipment to perform quality checks</li> <li>• Examine the availability and use of monitoring and measuring devices</li> <li>• Estimate the costs of non-conformance to quality standards</li> <li>• List the potential causes of non-conformities</li> <li>• Identify impact on the final product due to non-conformance.</li> <li>• Evaluate the need to take action to ensure that problems do not recur and review the effectiveness of the corrective action</li> <li>• Interpret the results of the quality check correctly</li> <li>• Evaluate the implications (impact on internal/external customers) of defective products, materials or</li> </ul>



	<p>components. Take up results of the findings with QC in charge within stipulated time. Record of results of action taken.</p> <ul style="list-style-type: none"> <li>• Explain the importance of maintaining accurate up-to-date records.</li> <li>• Review the effectiveness of action taken.</li> <li>• Comply with reporting procedures when the cause of the defect cannot be identified</li> </ul>
<p>7. To carry out problem identification and escalation</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 350:00</p> <p>Corresponding NOS Code RSC/N5004</p>	<ul style="list-style-type: none"> <li>• Identify whether the problem has occurred before</li> <li>• List the measures and steps that have been taken to address the previous problems</li> <li>• Identify possible solutions for various problems</li> <li>• Identify other operations that might be impacted by the problem</li> <li>• Inspect the working of the equipment and accessories (if applicable)</li> <li>• Assess the impact of operations on the user and equipment (if applicable)</li> <li>• Identify practices that may impact the quality of the final product and ensure that no delays are caused as a result of failure to escalate problems</li> <li>• Collect appropriate materials and sample, conduct tests and evaluate results</li> <li>• Practice communicating problems/remedial actions to appropriate parties</li> <li>• Apply corrective action in a timely manner as per company procedures</li> <li>• Explain the importance of reporting/documenting the problems and the corrective actions</li> <li>• Comply with the documentation procedure for recording such problems, as per company norms</li> <li>• Identify and monitor the corrective action taken</li> <li>• Evaluate implementation of corrective action taken to determine if the problem has been resolved.</li> <li>• Describe the impact of not carrying out the corrective actions</li> <li>• Assess and ensure that the corrective action selected is</li> </ul>

	viable and practical. <ul style="list-style-type: none"> <li>• Plan corrective action for problems which have been identified, in accordance with company procedures</li> <li>• Analyse the effect of not rectifying the problems identified and ensure that no delays are caused as a result of failure to take necessary action</li> <li>• Assess and escalate problem as per laid down escalation matrix for reporting unresolved problems.</li> <li>• Prepare the time frame &amp; manner within which each problem needs to be escalated.</li> </ul>
<b>On the Job Training Program- Block II</b>	
<b>Theory</b>	<b>170</b>
<b>Practical</b>	<b>1270</b>
<b>Total</b>	<b>1440</b>

### List of Assessable outcomes/assessment criteria

SI no	Assessable outcomes/ Assessment criteria
<b>RSC/N1213</b>	<b>Prepare machine and rubber pieces in given specification</b>
1.	Examine the cleanliness of the machine, rubber skid and mould
2.	Prepare the weighing scale and all other tools in the stand before starting the building process
3.	Explain the equipment preparation process as per company requirements
4.	Practice setting parameters on the machine (temperature and other parameters) as per the organizational SOP
5.	Examine the proper functioning of all safety devices on the machine before work begins
6.	Organize sufficiently to ensure that no delays are caused as a result of improper preparation and failure to identify problems
7.	Collect the required quantity of components.
8.	Plan for all the required components to be approved and released by the laboratory
9.	Setup the rubber roll properly and place it on the rubber platform

10.	Demonstrate cutting the rubber sheet as per the given
11.	Practice keeping cut rubber pieces bundle wise
12.	Demonstrate marking batch no. with the help of crayon on top cut pieces
13.	Practice winding up the remaining uncut rubber strip back in roll carefully without any FM/ dust
14.	Use certified equipment for lifting the components and prepared products
15.	Describe all the safety norms (such as wearing protective gloves, mask and safety shoes).
16.	Discuss the need to avoid spillage and follow safety measures as laid down by safety department in case spillage occurs
17.	Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.
<b>RSC/N1214</b>	<b>Perform press operation to prepare footwear</b>
18.	Recognize the need to ensure that the dimension of each component is as specified in the instructions/organizations SOP
19.	Evaluate each component w.r.t the given specifications
20.	Describe the method of setting the temperature of the press
21.	Demonstrate opening the mould with the help of a screw driver and clean properly/remove any cured stuck rubber flushes at any part of the mould
22.	Inspect mould for any damage/cut found anywhere in the mould cavity
23.	Setup the rubber cut pieces uniformly in the mould–weight should be as per specification
24.	Demonstrate how to place pieces very quickly in cases where the number of cavities is more than one
25.	Discuss the precautions against putting finger/hand while cutting manually
26.	Practice the disposal of poly used into a separate bin
27.	Describe using certified tools and equipment to lift the components and products
28.	Explain the importance of handling the components using hand gloves and other safety equipment as directed by organizations safety department
29.	List all safety norms (such as wearing protective gloves and shoes, safety goggles etc.)

30.	Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards
31.	Use the guidance of the safety department to contain spillages which may affect the health and safety of self or the environment in the dip mixer area
<b>RSC/N1215</b>	<b>Perform post-building activities</b>
32.	Analyze and ensure that the output quality is as per the specifications laid down
33.	Analyze and ensure that the final product is free from any defects
34.	Compose and maintain proper records of used components and output
35.	Explain the importance of disposing waste material safely, as per organizational SOP
36.	Practice batch marking/coding for the right product as per the instructions laid down by the company (in terms of batch number, weight, color and date stamp) to ensure identification and traceability
37.	Arrange and send sample of the prepared of footwear in the specified sample and method as directed by the company
38.	Practice handling the product using hand gloves and other safety equipment
39.	Comply with all safety norms (such as wearing protective gloves, shoes, safety goggles etc.)
40.	Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards
<b>RSC/N5001</b>	<b>To carry out housekeeping</b>
41.	Inspect the area while taking into account various surfaces
42.	Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain
43.	Examine and ensure that the cleaning equipment is in proper working condition
44.	Select suitable alternatives for cleaning the areas, in case the appropriate equipment and materials are not available and inform the appropriate person
45.	Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces
46.	Tell the affected people about the cleaning activity

47.	Display the appropriate signage for the work being conducted
48.	Arrange for adequate ventilation for the work being carried out
49.	Practice wearing the personal protective equipment required for the cleaning method and materials being used
50.	Use the correct cleaning method for the work area, type of soiling and surface
51.	Practice cleaning activity without disturbing others
52.	Plan how to deal with accidental damage, if any, caused while carrying out the work
53.	Identify and report to the appropriate person any difficulties in carrying out your work
54.	Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill
55.	Examine to check whether there are oily substances on the floor to avoid slippage
56.	Inspect the work area to see that no scrap material is lying around
57.	Organize the maintenance and storage of housekeeping equipment and supplies
58.	Comply with workplace procedures to deal with any accidental damage caused during the cleaning process
59.	Practice keeping the area clean and dry on completion of the work and evaluate whether it meets standard requirements
60.	Discuss the importance of returning the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored
61.	Explain the process of disposing the waste garnered from the activity in an appropriate manner
62.	Manage disposal of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly
63.	Prepare schedules and records for housekeeping duty
64.	Arrange for replenishment and any necessary supplies or consumables
<b>RSC/N5002</b>	<b>To carry out reporting and documentation</b>
65.	Discuss the need to report data/problems/incidents, as applicable, in a timely manner
66.	Report to the appropriate authority as laid down by the company
67.	Follow reporting procedures as prescribed by the company

68.	Identify documentation to be completed relating to one's role
69.	Practice recording details accurately in an appropriate format
70.	Complete all documentation within stipulated time according to company procedure
71.	Prepare the final document in a manner that allows it to meet with the requirements of the persons who requested it or make any amendments accordingly
72.	Arrange for the documents to be available for inspection to all appropriate authorities
73.	Practice how to respond to requests for information in an appropriate manner whilst following organizational procedures
74.	Tell the appropriate authorities about the requests for information that have been received
<b>RSC/N5003</b>	<b>To carry out quality checks</b>
75.	Demonstrate that total range of checks are regularly and consistently performed
76.	Use appropriate measuring instruments, equipment, tools, accessories etc., as required
77.	Identify non-conformities to quality assurance standards
78.	Identify potential causes of non-conformities to quality assurance standards
79.	Identify impact on final product due to non-conformance to company standards
80.	Evaluate the need for action to ensure that problems do not recur
81.	Identify and suggest corrective action to address problem
82.	Assess the effectiveness of any corrective action taken
83.	Interpret the results of the quality check correctly
84.	Examine results of the findings with QC in charge/appropriate authority
85.	Evaluate the results of the findings within stipulated time
86.	Create records of results of the actions taken
87.	Create records of adjustments not covered by established procedures, for future reference
88.	Evaluate the effectiveness of action taken
89.	Describe reporting procedures where the cause of the defect cannot be identified
<b>RSC/N5004</b>	<b>To carry out problem identification and escalation</b>

90.	Identify defects/indicators of problems
91.	Recognize any wrong practices that may lead to problems
92.	Recognize the practices that may impact the final product quality
93.	Identify if the problem has occurred before
94.	Assess other operations that might be impacted by the problem
95.	Practice avoiding delays are caused as a result of failure to escalate problems
96.	Collect appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required)
97.	Estimate possible reasons for identification of problems
98.	Assess applicable corrections and formulate corrective action
99.	Formulate action in a timely manner
100.	Express problem/remedial action to appropriate parties
101.	Manage corrective action in a timely manner
102.	Devise corrective action for problems identified according to the company procedures
103.	Practice reporting/documenting problems and corrective actions in an appropriate manner
104.	Examine and monitor corrective action
105.	Evaluate implementation of corrective action taken to determine if the problem has been resolved
106.	Assess whether corrective action selected is viable and practical
107.	Identify correct solutions to the problems determined
108.	Devise corrective action for problems identified according to the company procedures
109.	Discuss the need to avoid delays that are caused as a result of failure to take necessary action
110.	Prepare to escalate problems as per the laid down escalation matrix
111.	Prepare to escalate problems within a stipulated time
112.	Prepare to escalate problems in an appropriate manner
113.	Plan ahead to ensure that no delays are caused as a result of failure to escalate problems

## List of Assessable outcomes/assessment criteria (OJT)

SI no	Assessable outcomes/ Assessment criteria
<b>RSC/N1213</b>	<b>Prepare machine and rubber pieces in given specification</b>
1.	Arrange the weighing scale and all other tools
2.	Practice equipment preparation process
3.	Explain the process of setting parameters for the machine
4.	Describe the types of defects leading to rejections and their indicators, reasons and possible solutions
5.	Recognize the various abnormalities in the performance of the equipment
6.	Discuss the implications of delays in the preparation process
7.	Collect the required quantity of components
8.	Arrange for all the required components
9.	Assess the effect of using components of the wrong dimensions
10.	Demonstrate placing the rubber role on the rubber platform
11.	Practice cutting the rubber sheet as per given specifications
12.	Organize cut rubber pieces bundle wise
13.	Practice marking batch number with the help of a crayon on top cut pieces
14.	Demonstrate winding up the remaining uncut rubber strips back in roll carefully without any FM/ dust
<b>RSC/N1214</b>	<b>Perform press operation to prepare footwear</b>
15.	Analyse the effects of using the wrong dimensions of the components
16.	Explain the process and importance of quality checks



17.	Describe the effects of improper processing
18.	Describe the functioning of a press
19.	State the effects of improper setting of temperature and other parameters
20.	Explain the process of mould cleaning and its proper usage
21.	Describe the various types of defects leading to rejections and their indicators, reasons and possible solutions
22.	Analyze the implication of improper placement of rubber pieces in moulds
23.	Explain the properties of the rubber compound
24.	List the units of measurement
25.	Discuss the potential problems in the footwear building operations
26.	Manage the footwear building operation
<b>RSC/N1215</b>	<b>Perform post-building activities</b>
27.	Practice proper working procedure for moulds
28.	Discuss the process and importance of quality checks
29.	Discuss the importance of ensuring that the final product is free from any defect
30.	State the various types of defects
31.	Recognize the importance of proper record maintenance
32.	Assess the implications of inappropriate waste disposal
33.	Practice batch marking techniques
34.	Recognize the Implications of incorrect batch marking
35.	Arrange to send sample of the prepared footwear in the specified

	method
<b>RSC/N5001</b>	<b>To carry out housekeeping</b>
36.	Organize the inspection of the work area to decide the appropriate type of cleaning
37.	Choose the most appropriate place to carry out test cleans
38.	Recognize the types of cleansing agents that are not to be mixed together
39.	State the correct sequence for cleaning the work area
40.	List the methods and materials that are used for cleaning variety of surfaces
41.	Estimate the time taken by the treatment to work
42.	Assess the importance of personal protective equipment
43.	State the importance of adequate ventilation
44.	Describe the procedures for reporting any unidentified soiling
45.	Describe the escalation procedures for soils or stains that could not be removed
46.	Assess and ensure that there is no oily substance on the floor
47.	Examine the process of cleaning the surfaces
48.	Assess and ensure that no scrap material is lying around.
49.	Manage and store housekeeping equipment and supplies.
50.	Practice the procedures for disposing off or storing personal protective equipment.
51.	Practice disposal the waste garnered from the activity in an appropriate manner
52.	Discuss the procedures for disposing off waste.
53.	Create and maintain schedules and records for housekeeping duty

54.	Analyse the levels of hygiene required at the workplace
<b>RSC/N5002</b>	<b>To carry out reporting and documentation</b>
55.	Practice relevant quality control procedures
56.	List down the characteristics of the products/materials
57.	Analyse the proper procedure for selecting the material/product
58.	Arrange for the availability and use of monitoring and measuring device
59.	Recognize the implications of inaccurate measuring and testing instruments
60.	Estimate the costs of non-conformance to quality standards
61.	Evaluate the implications (impact on internal/external customers) of defective products.
62.	Evaluate the need for action to ensure that problems do not recur.
63.	Record of results of action taken
64.	Analyse the importance of maintaining accurate up-to-date record.
<b>RSC/N5003</b>	<b>To carry out quality checks</b>
65.	Practice relevant quality control procedures
66.	List down the characteristics of the product/material
67.	Employ the proper procedure for selecting the material/product
68.	Examine the availability and use of monitoring and measuring devices
69.	Estimate the costs of non-conformance to quality standards
70.	List the potential causes of non-conformities
71.	Identify impact on the final product due to non-conformance.
72.	Interpret the results of the quality check correctly

73.	Evaluate the implications of defective products, materials or components.
74.	Explain the importance of maintaining accurate up-to-date records.
75.	Comply with reporting procedures when the cause of the defect cannot be identified
<b>RSC/N5004</b>	<b>To carry out problem identification and escalation</b>
76.	Identify whether the problem has occurred before
77.	Identify possible solutions for various problems
78.	Identify other operations that might be impacted by the problem
79.	Identify practices that may impact the quality of the final product
80.	Collect appropriate materials and sample, conduct tests and evaluate results
81.	Practice communicating problems/remedial actions to appropriate parties
82.	Apply corrective action in a timely manner as per company procedures
83.	Explain the importance of reporting/documenting the problems and the corrective actions
84.	Comply with the documentation procedure for recording such problems, as per company norms
85.	Identify and monitor the corrective action taken
86.	Evaluate implementation of corrective action taken to determine if the problem has been resolved.
87.	Assess and escalate problem as per laid down escalation matrix for reporting unresolved problems.
88.	Prepare the time frame & manner within which each problem needs to be escalated.

## Annexure A:

## List of Tools and Equipment to be attached

Sl no	Name of the items	Quantity
1.	Machine kit	15
2.	Hand gloves	30
3.	Goggles	30
4.	Cutting knife	15
5.	Trolley	15
6.	Weighing balance	15
7.	First Aid Kit	15
8.	Fire Extinguishers	10
9.	Safety Shoes	15
10.	Apron	15
11.	Inspection table	15
12.	Cutting & trimming knife	15
14.	Handle brush	15
15.	Air hose pipe	5
16.	Blank formats & sheets with required information	30