

1	Program Title	Material Handling and Storage Operator			
2	Program Code, if any	NA			
3	Any related NSQF approved QP/Course/NOS and code	RSC/Q0108			
4	Hours for Basic Training (Block I)	320 (2 Months)			
5	Hours for On the Job Training (Block II)	1632 (9 Months)			
6	Certifying body for Basic Training Program	RSDC			
7	Certifying Body for On the Job training	Industry			
8	Any Licensing requirements, wherever applicable	NA			
9	Minimum eligibility criteria (Educational and/or technical Qualification)	Class VIII			
10	Trainer's Qualification and Experience	Any Graduate preferably in rubber or polymer and 5+ year Experience			
11	NCO code and occupation	NCO-2015/NIL And Storage & Warehousing			
12	Proposed NSQF level	4			
13	Indicative list of training tools required to deliver this qualification (may be attached)	As per Annexure I & II			
14	Formal structure of the curriculum				
		Modules	Notional hours-Theory	Notional hours-Practical	Total duration
	Basic Training Program	1. Introduction	10	10	20
		2. Perform rubber product loading/unloading activity	20	23	43
		3. Carry out rubber product assembling and packaging	20	32	52
		4. Undertake storage of rubber product	20	30	50
		5. Undertake rubber product dispatch activities	10	25	35
		6. Carry out housekeeping	10	20	30
		7. Carry out reporting and documentation	20	10	30
		8. Carry Out Quality Checks	10	20	30
		9. Carry out problem identification and escalation	10	20	30

	On the Job Training Program	<ol style="list-style-type: none"> 1. Introduction 2. Perform rubber product loading/unloading activity 3. Carry out rubber product assembling and packaging 4. Undertake storage of rubber product 5. Undertake rubber product dispatch activities 6. Carry out housekeeping 7. Carry out reporting and documentation 8. Carry Out Quality Checks 9. Carry out problem identification and escalation 	<p style="text-align: center;">24</p> <p style="text-align: center;">16</p> <p style="text-align: center;">16</p> <p style="text-align: center;">16</p> <p style="text-align: center;">16</p> <p style="text-align: center;">40</p> <p style="text-align: center;">16</p> <p style="text-align: center;">16</p> <p style="text-align: center;">40</p>	<p style="text-align: center;">40</p> <p style="text-align: center;">240</p> <p style="text-align: center;">400</p> <p style="text-align: center;">120</p> <p style="text-align: center;">96</p> <p style="text-align: center;">96</p> <p style="text-align: center;">200</p> <p style="text-align: center;">120</p> <p style="text-align: center;">120</p>	<p style="text-align: center;">64</p> <p style="text-align: center;">256</p> <p style="text-align: center;">416</p> <p style="text-align: center;">136</p> <p style="text-align: center;">112</p> <p style="text-align: center;">136</p> <p style="text-align: center;">216</p> <p style="text-align: center;">136</p> <p style="text-align: center;">160</p>									
15	Total Pass marks		<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th data-bbox="406 894 683 968"></th> <th data-bbox="691 894 1003 968" style="text-align: center;">Pass Marks-Theory</th> <th data-bbox="1011 894 1312 968" style="text-align: center;">Pass Marks-Practical</th> </tr> </thead> <tbody> <tr> <td data-bbox="406 978 683 1041">Basic Training Program</td> <td data-bbox="691 978 1003 1041" style="text-align: center;">336 out of 480</td> <td data-bbox="1011 978 1312 1041" style="text-align: center;">224 out of 320</td> </tr> <tr> <td data-bbox="406 1052 683 1157">On the Job Training Program</td> <td data-bbox="691 1052 1003 1157" style="text-align: center;">336 out of 480</td> <td data-bbox="1011 1052 1312 1157" style="text-align: center;">224 out of 320</td> </tr> </tbody> </table>				Pass Marks-Theory	Pass Marks-Practical	Basic Training Program	336 out of 480	224 out of 320	On the Job Training Program	336 out of 480	224 out of 320
	Pass Marks-Theory	Pass Marks-Practical												
Basic Training Program	336 out of 480	224 out of 320												
On the Job Training Program	336 out of 480	224 out of 320												
16	Job description-brief	<p>Rubber product Material Handling and Storage Operators are responsible to work for the proper loading/unloading, locating in the assigned locations, assembling of rubber products, packaging and storage of the material.</p>												
17	Progression from the qualification (Please show Professional and academic progression)	<p>Warehouse Supervisor and Academic progression to Level 5 program</p>												
18	Employment avenues/opportunities	<p>1. Rubber manufacturing units in India: The apprentice may be employed with the biggest player of the trades and be a</p>												

		<p>part of their manufacturing set and deliver quality work.</p> <p>2. Education and Training: They may also take up the role of the instructor in this field where they can impart their manufacturing knowledge to the aspiring students.</p>
<p>19</p>	<p>Assessment strategy (Basic training and On the Job Training)</p>	<p>For Basic Training & On the Job Training:</p> <ol style="list-style-type: none"> 1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each 2. 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. 3. The assessment for the theory part will be based on knowledge bank of questions created by the SSC. 4. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS. 5. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below). 6. Individual assessment agencies will create unique

		<p>evaluations for skill practical for every student at each examination/training center based on this criterion.</p> <p>7. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.</p> <p>8. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.</p> <p>9. The assessment of candidates will be conducted at NOS level.</p> <p>10. Assessment criterion has been defined for each NOS and it includes both theoretical and practical skills on which the candidate will be assessed.</p> <p>11. 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.</p> <p>12. The candidate is assessed on skills, knowledge and behavioural aspects.</p>
20	Curriculum update version and date	13/03/2019
21	Curriculum revision date	12/03/2020

Curriculum

Module Name with duration	Key Learning outcomes
Theory/Basic Training Program- Block I	
<p>Introduction</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Describe the importance of rubber sector. List role and responsibility of material handling and storage operator.
<p>Perform rubber product loading/unloading activity</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 23:00</p> <p>Corresponding NOS Code RSC/N3301</p>	<ul style="list-style-type: none"> Demonstrate loading/unloading operation using various tools and equipment. Demonstrate handling of chemicals, ingredients, prepared compound mix, semi-finished products and finished products. Demonstrate response to emergencies, for example, fire, system failures and manual intervention to avoid disasters. Use knowledge of record maintenance. Perform set up of hand gear and distinct machineries utilized in loading/ unloading operation ready before starting loading/ unloading. Evaluate the scheduling sector plan an ensure availability of material, compound mix, semi- finished and finished items to be loaded/unloaded. Demonstrate the process to schedule the completion of loading/unloading of material within the provided timeframe. Evaluate material on the basis of random picking of material in accordance with the organization's regulations. Perform the process of pointing out the directions for making the space available for the unloaded material. Demonstrate the process of placing/storing the harmed/declined material at an appropriate space. Use approved gear and tools for loading/unloading/shifting the material. Perform first aid treatment to manage any wound, cut, or sprain in the duration of lifting the material. Apply health, safety, environmental regulations as per international/national level or the company level.
<p>Carry out rubber product assembling and packaging</p> <p>Theory Duration (hh:mm) 20:00</p>	<ul style="list-style-type: none"> Use assembling procedures and techniques. Perform assembling process of different components of rubber products. Determine the defects in products to be assembled. Judge products for different packing requirement, for example products are packed as individual pieces, in number, by actual weights or in Length, by average weight etc. List implications of inappropriate waste disposal.

<p>Practical Duration (hh:mm) 32:00</p> <p>Corresponding NOS Code RSC/N3302</p>	<ul style="list-style-type: none"> • Perform setting specifications for the machine in accordance with the company's SOP. • Evaluate the product cautiously for and abnormalities. • Perform inspection of the OK stamp or release tags to be available on the products going to be assembled. • Demonstrate verification process of the availability of packaging material in accordance with the plan. • Perform the assembly of the products in accordance with the regulations. • Perform the transporting of the assembled product to the specified area. • Demonstrate the development of assembled product stacking in accordance with the SOP for the specific assembled product. • Demonstrate the ways of outlining any issues being faced while arranging the parts. • Perform support process to the assistants to execute the packaging appropriately as per the regulations from technical and check particular customer items for compliance. • Perform manipulation of the documents of packing done in a singular shift, quantity of the product received for packaging, quantity of the packed material moved to the shipment sector, quantity of packaging material utilized in stock and needed. • Demonstrate the process of communication to the designated person for the storage needed for the packed product. • Apply to health, safety, environmental regulations as per international / national level or the company level (SOP). • Demonstrate the separation process of waste material securely in accordance with the SOP.
<p>Undertake storage of rubber product</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code RSC/N3303</p>	<ul style="list-style-type: none"> • Perform storage operation using various tools and equipment. • Define preliminary knowledge and understanding of material safety data of each and every chemical. • Apply cleanliness and safety requirements during storage of material at different stages of production. • Describe the process and importance of visual quality checks. • Use knowledge of key properties of ingredients, compounds and products which could be affected by improper handling and storage. • Use knowledge of appropriate batch sizes with respect to appropriate material. • Perform Arrange hand tools and distinct gear utilized in material handling to be ready prior to storage. • Evaluate the cleanliness of the storage sector. • Apply FIFO by timely examination and relocating the material for effortless dispatch. • Evaluate the paper record/ written directions or information received from the prominent departments' end with the material. • Demonstrate setting up the completion of loading/unloading of material within the provided timeframe. • Perform appropriate stacking of material. • Use the organization procedure for inflow and outflow of raw material from the storage sector. • Evaluate that all the material stored is recognized suitably with all the prominent information. • Perform the process of clearing all red tag/hold material as soon as possible to prevent any misuse.

	<ul style="list-style-type: none"> • Use approved material handling gear and machineries. • Apply all the safety norms (like using protective gloves and shoes, safety masks, etc). • Apply health, safety, Environmental regulations as per international/national level or the company level. • Demonstrate the use of the direction of safety department to avoid spillages which may influence the health and safety of oneself or the habitat in the specified area.
<p>Undertake rubber product dispatch activities</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code RSC/N3304</p>	<ul style="list-style-type: none"> • Demonstrate the procedure of dispatch of final product. • Use knowledge of different transport service providers and courier service provider. • Use knowledge of effective use of space inside the dispatch vehicle. • Create cordial relations with customers. • Use knowledge of first aid treatment to respond to injuries. • Apply ways of effective communication with helpers for dispatch of the material and organizing them in the allotted space. • Perform the process of composing the order sheet from the prominent sector in writing duly approved and signed by the designated authority. • Use the transportation or courier services in accordance with the need. • Evaluate the truck/any other carrier of goods for any nails or any poking objects to avoid any damage from heat/moisture. • Use the trolleys/forklift and other tools needed for shifting the product from one place to another and for loading it on a dispatch vehicle. • Use all particulars of customer products (like number of pieces and their identifications complete with all the extra items) while dispatch. • Create appropriate documents of the information of completed order like quantity, time, mode, details of the transport used, courier details and charging of the orders left to deliver. • Perform the process of communicating the consumer and the designated authority for any postponement in dispatch. • Use first aid knowledge for managing any emergency. • Apply health, safety, Environmental regulations as per international/national level or the company level.
<p>Health and Safety</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> • Identify different methods of first aid. • Perform first aid. • Explain CPR. • Perform CPR in case of emergency.
<p>Carry out housekeeping in rubber product manufacturing</p>	<ul style="list-style-type: none"> • Develop the levels of hygiene required by workplace. • List the correct method for cleaning equipment and/or machinery used during your work. • Describe the importance of following manufacturer's instructions on cleaning agents. • List the importance of applying treatments evenly and the effect of not doing this.

<p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code RSC/N5001</p>	<ul style="list-style-type: none"> • Describe the method to check the treated surface and equipment on completion of cleaning. • Demonstrate the escalation procedures for soils or stains that could not be removed. • Evaluate the area while keeping numerous surfaces in mind. • Choose the appropriate substitutes for disinfecting the areas if the suitable machinery and materials are not present and notify the suitable person. • Demonstrate the use of proper signage for the work being executed. • Use personal protective gear needed for the cleaning technique and materials being utilized. • Perform cleaning activities without disrupting other people. • Demonstrate to outline the suitable authority about any issues in executing your work. • Perform the escalation to the suitable authority for any extra cleansing needed that is outside one's duty or skill. • Demonstrate the right way of handling oily material in order to prevent spillage. • Use workplace policies to handle any accidental harm happened while the cleaning procedure. • Demonstrate the process of removal of used and unused solutions as per producer's directions, and clean the gear thoroughly. • Develop plans and documents for housekeeping role.
<p>Carry out reporting and documentation</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code RSC/N5002</p>	<ul style="list-style-type: none"> • List different methods of recording information. • Use company procedure for filling/maintaining up the documents. • Demonstrate the process of maintaining complete documentation accurately and within agreed timescales. • Explain procedures to maintain confidentiality of information. • Apply the reporting procedures in case of disclosing information to any outside party. • Demonstrate the process of outlining data/issues/accidents as relevant in a timely way. • Apply the outlining policies as per the organization. • Create reports in accordance with one's duty. • Create all reports within assigned time as per organization's policies. • Demonstrate the process of presenting documents in front of all proper authorities to examine. • Demonstrate the communication process to the suitable authority of queries for information collected.
<p>Carry out 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"> • Explain the importance of quality control procedures. • Demonstrate the procedure for selecting the material/product and performing quality checks without affecting the material. • Identify the availability and use of monitoring and measuring devices. • Identify the need to report within the stipulated time. • List implications (impact on internal/external customers) of defective products, materials or component. • Use suitable measuring apparatus, gear, tools, accessories, etc. As needed. • Recognize possible reasons for non – to quality affirmation standard. • Determine the influence on finished product due to non – conformance to organization level. • Evaluate effectualness of remedial action. • Explain the results of the standard check accurately. • Demonstrate the process of outlining the results of the action executed.

	<ul style="list-style-type: none"> • Demonstrate the process of outlining alterations not covered by confirmed processes for future credit. • Demonstrate the documenting processes where the reason for the defect cannot be recognized.
<p>Carry out problem identification and escalation</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code RSC/N5004</p>	<ul style="list-style-type: none"> • Explain indicators of problems. • Explain the impact of operations on the final product (if applicable.) • Identify the correct method for carrying out corrective actions outlined for each problem. • Explain the documentation procedure for recordingsuch problems, as per company norms. • Explain the manner in which each problem needs to be escalated. • Recognize any incorrect application that may result in issues. • Recognize if the issue has taken place before. • Use suitable materials, samples, run tests, and analyse results to identify causes to confirm suspected causes for non – conformance (where needed). • Apply action in a punctual way. • Demonstrate the process of outlining issue and remedial action in a suitable way. • Evaluate the effects of the remedial action taken to confirm if the issue has been solved. • Develop remedial actions for issues recognized according to the organization processes. • Demonstrate the process of resolving the issue within specified time. • Demonstrate the process of resolving issue in a suitable way.
<p align="center">On the Job Training Program- Block II</p>	
<p>Introduction</p> <p>Theory Duration (hh:mm) 24:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> • Describe roles and responsibilities for “Material Handling and Storage Operator”. • Apply safety rules during shop floor training. • Use personal protective equipment (PPE) during shop floor training. • Perform escalations for any abnormalities during shop floor training. • Perform reporting as per company’s standard operating procedure (SOP) during shop floor training. • Demonstrate how to handle fire emergencies. • Describe various emergency situations in industry. • Describe common injuries in the industry. • Describe First Aid box and its constituents.
<p>Perform rubber product loading/unloading activity</p> <p>Theory Duration (hh:mm) 16:00</p> <p>Practical Duration (hh:mm) 240:00</p>	<ul style="list-style-type: none"> • Select the tools required for rubber product loading/unloading. • Perform the verification process of the loading/unloading equipment working. • Select material, compound mix, semi-finished and finished products to be loaded / unloaded as per plan. • Perform the visual inspection of material, compound mix, semi-finished and finished products to be loaded / unloaded. • Perform weight checks as per standard operating procedure (SOP). • Select the space for the unloaded material. • Perform the recording in the documents for the quantity of the loaded/unloaded material.

<p>Corresponding NOS Code RSC/N3301</p>	<ul style="list-style-type: none"> • Demonstrate the process of identification of the loaded/unloaded material. • Demonstrate the safety measures while loading/unloading of the material. Interpret MSDS (material safety data sheet) of each raw material under usage.
<p>Carry out rubber product assembling and packaging</p> <p>Theory Duration (hh:mm) 16:00</p> <p>Practical Duration (hh:mm) 400:00</p> <p>Corresponding NOS Code RSC/N3302</p>	<ul style="list-style-type: none"> • Perform the cleaning process of the equipment to be used for assembling and packaging. • Demonstrate the start up checks of the packaging machine. • Perform parameters setting for the packaging machine. • Perform visual checks for quality status of the products available for assembling. • Determine and arrange material required for assembling. • Demonstrate the process of the assembling of the products as per the guidelines. • Perform the visual inspection of the assembled products. • Demonstrate the process of production data recording. • Perform the activity of reporting the defects generated during assembling process. • Perform the packing process of assembled products as per the approved specification. • Perform all activities with compliance of the safety norms. • Demonstrate the process of disposal of waste material.
<p>Undertake storage of rubber product</p> <p>Theory Duration (hh:mm) 16:00</p> <p>Practical Duration (hh:mm) 120:00</p> <p>Corresponding NOS Code RSC/N3303</p>	<ul style="list-style-type: none"> • Select the tools required for rubber product loading/unloading. • Perform the verification process of the loading/unloading equipment working. • Determine the required appropriate conditions as per the storage requirement for different materials. • Determine and follow the safety requirements during rubber product loading/unloading. • Demonstrate the process of FIFO (First In First Out) during loading/unloading. • Perform visual inspection of the to-be-stored material, compound mix, semi-finished and finished products. • Demonstrate the process of documentation during storage process. • Demonstrate the process of rubber product loading/unloading without supervision. • Demonstrate the identification process during rubber product storage. • Perform the process of sampling and obtaining the release from LAB. • Demonstrate the process of handling the contaminated/ off spec/ rejected material/ component/ semi finished/ finished material.
<p>Undertake rubber product dispatch activities</p> <p>Theory Duration (hh:mm) 16:00</p> <p>Practical Duration (hh:mm) 96:00</p>	<ul style="list-style-type: none"> • Perform the process of receiving the order sheet for dispatch. • Perform the process of sending information to the stores/finished goods warehouse head. • Determine the requirement of equipment for transporting goods to the transporting vehicle. • Perform the process of arranging the transportation for material. • Demonstrate the process of the inspection of the truck or any other carrier of goods. • Perform the process of guidance to the helpers involved in the dispatch activity.

<p>Corresponding NOS Code RSC/N3304</p>	<ul style="list-style-type: none"> • Determine the correct mode of dispatch as per customer requirement. • Demonstrate the documentation process for dispatch activity. • Perform the process of communicating to the customer for the details of the dispatch. • Perform the process of the receiving from the customer's end. • Perform the dispute settlement due to issue in order delivery.
<p>Carry out housekeeping</p> <p>Theory Duration (hh:mm) 40:00</p> <p>Practical Duration (hh:mm) 96:00</p> <p>Corresponding NOS Code RSC/N5001</p>	<ul style="list-style-type: none"> • Describe what is housekeeping. • Explain the importance & purpose of housekeeping. • Explain benefits of housekeeping. • Describe what is '5S.' • Define each 'S' and its meaning. • Perform the process of cleaning of machine and work area with specified equipment and material. • Perform housekeeping activities independently without supervision.
<p>Carry out reporting and documentation</p> <p>Theory Duration (hh:mm) 16:00</p> <p>Practical Duration (hh:mm) 200:00</p> <p>Corresponding NOS Code RSC/N5002</p>	<ul style="list-style-type: none"> • Explain the importance of documentation. • Interpret the common documentation used in the rubber industry. • Explain the importance of reporting. • Discuss of organization policies and guidelines. • Describe the purpose of procedures in an organization. • Use work instruction for working in an organization. • Use the communication process during day to day work. • Demonstrate the process of overcoming problems in communication. • Apply the traits of active listening. • Apply the best practices used for good writing skill. • Apply process of resolving conflict with a team member. • Determine priority of work from pending work list. • Perform reporting for daily operations independently without supervision.
<p>Carry Out Quality Checks</p> <p>Theory Duration (hh:mm) 16:00</p> <p>Practical Duration (hh:mm) 120:00</p> <p>Corresponding NOS Code RSC/N5003</p>	<ul style="list-style-type: none"> • Describe the need of quality control in material handling and storage operations. • Identify various defects generated during material handling and storage operations. • Demonstrate in-process inspection during material handling and storage operations. • Use methodology of problem-solving. • Describe implication of quality issues generated during material handling and storage operations. • Perform in-process quality checks independently without supervision.

<p>Carry out problem identification and escalation</p> <p>Theory Duration (hh:mm) 40:00</p> <p>Practical Duration (hh:mm) 120:00</p> <p>Corresponding NOS Code RSC/N5004</p>	<ul style="list-style-type: none">• Describe regular problems encountered during material handling and storage operation.• Explain how to deal various problem during material handling and storage operation.• Describe hierarchy of a rubber industry.• Describe the need for problem escalation.• Demonstrate the process of escalating problem during material handling and storage operation.
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List of Assessable outcomes/assessment criteria

Assessment Criteria

Job Role	Material Handling and Storage Operator
Qualification Pack	RSC/Q0108
Sector Skill Council	Rubber Skill Development Council

S. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3	Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6	To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7	In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Assessment Outcomes	Assessment Criteria for Outcomes	Total Marks (80+20)	Out Of	Theory	Skills Practical
RSC/N3301 Perform rubber product loading / unloading activity	PC1. Keep hand tools and different equipments used in loading/unloading operation ready before commencing loading/unloading	100	7	5	2
	PC2. Check the planning department schedule and ensure availability of material, compound mix, semi finished and finished products to be loaded/unloaded		7	5	2
	PC3. Visual inspection of material, compound mix, semi finished and finished products to be loaded/unloaded		7	5	2
	PC4. Ensure the completion of loading/unloading of material within the given timeline		1	0	1
	PC5. Perform checking of material based on random selection of the material as per the company's guidelines for the same		6	3	3

	PC6. Perform weight checks as per instructions from technical to record shortages /excess in supplies / dispatch		5	2	3
	PC7. Inspect for any damage and report the same to the purchase officer/ supplier/ relevant department		5	2	3
	PC8. Instruct for making the space available for the unloaded material		5	3	2
	PC9. Ensure that the quantity of material loaded/unloaded is properly recorded		5	2	3
	PC10. Ensure that all the loaded/unloaded material is identified properly		2	0	2
	PC11. Report any shortage/excess vis-à-vis the detail provided		5	2	3
	PC12. Send the loaded/unloaded material at the designated place		3	2	1
	PC13. Arrange for placing/storing the damaged/rejected material at proper place		4	2	2
	PC14. Ensure the use of certified equipments and tools for loading/unloading/moving the material		5	4	1
	PC15. Safety measures to avoid use of anything that may cause material to catch fire while loading/unloading		5	3	2
	PC16. Prepare MSDS (material safety data sheet) of each raw material under usage.		5	3	2
	PC17. Ensure that Face/eye wash area is operational and having water running.		1	0	1
	PC18. First aid treatment to handle any injury, cut or sprain while lifting the material.		4	3	1
	PC19. Handle the ingredients/material using hand gloves and other safety equipment as directed by organizations safety department.		4	3	1
	PC20. Adhere to all safety norms (such as wearing protective gloves and shoes, safety masks etc).		3	3	0
	PC21. Avoid spillage and in case of spillage occur, follow safety measures as laid down by safety department		4	3	1
	PC22. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		3	3	0
	PC23. Follow the guidance of safety department to contain spillages which may affect the health and safety of self or the environment in the weighing area		4	3	1
		Total	100	60	40
RSC/N3302 Carry out rubber	PC1. Ensure that the tools are clean and ready to use for assembling and packaging	100	3	2	1

product assembling and packaging	PC2. Check the functioning of the packaging machine.	4	2	2
	PC3. Set parameters for the machine as per the organizational SOP.	4	3	1
	PC4. Inspect the product carefully for any defect.	2	1	1
	PC5. Check product dimensions and weight controls.	2	1	1
	PC6. Check that OK stamp or release tags are available on the products meant for assembling.	3	2	1
	PC7. Ensure availability of chemical/ powder for lubrication.	2	0	2
	PC8. Ensure the availability of product to be assembled and packed as per the schedule.	2	0	2
	PC9. Ensure the availability of packaging material as per the schedule.	2	0	2
	PC10. Carry out assembling of products as per the guidelines.	3	2	1
	PC11. Use tools and equipments appropriately for assembling products.	3	2	1
	PC12. Inspect assembled product for any visual defect.	3	2	1
	PC13. Organize for transporting the assembled product to the designated area.	3	2	1
	PC14. Record the quantity of the components received for assembling.	3	2	1
	PC15. Record the quantity of the assembled product sent to the storage area.	3	2	1
	PC16. Record the products rejected due some defect.	3	2	1
	PC17. Achieve the target for assembling per shift efficiently.	3	2	1
	PC18. Assembled product stacking is important to avoid any deterioration hence stacking height should be as per SOP for particular assembled product.	3	2	1
	PC19. Report any defect in the product received for assembling to the concerned person.	3	2	1
	PC20. Report any problems faced while assembling the components.	2	1	1
	PC21. Instruct the helpers to perform the packaging properly as per the guidelines from technical and also ensure customer specific items are checked for compliance.	3	1	2
	PC22. Classification of products w.r.t. packaging requirement.	3	1	2
	PC23. Perform packing of products as per the requirement such as individual packing, box packing, carton packing etc.	3	1	2

	PC24. Operate and monitor packing machine.		3	1	2
	PC25. Allotment of batch/lot number for the packed product.		3	1	2
	PC26. Ensure the display of information regarding shelf life and indication of uses on packs.		3	1	2
	PC27. Maintain records of packing done per shift : a) quantity of the product received for packaging; b) quantity of the packed material sent to the shipment area; c) quantity of packaging material used, in stock and required.		4	1	3
	PC28. Ensure product differentiation on the basis of different/different colour packaging material and bold identification tags mentioning OK for shipment.		3	0	3
	PC29. Inform the concerned person for the storage requirement of packed products.		4	1	3
	PC30. Adhere to all safety norms (such as wearing protective gloves, masks and shoes).		2	2	0
	PC31. Comply with health, safety, environment guidelines, regulations etc. in accordance with international /national standards or organizational standards (SOP).		5	3	2
	PC32. Carry out disposal of waste material safely as per SOP.		8	5	3
		Total	100	50	50
RSC/N3303 Undertake storage of rubber product	PC1 Keep hand tools and equipments used in material handling ready.	100	2	1	1
	PC2. Inspect the cleanliness of the storage area.		2	0	2
	PC3. Ensure storage area is maintained at appropriate conditions w.r.t. temperature, exposure to heat / light and moisture as per the storage requirement for different materials.		4	3	1
	PC4. Ensure that the approach path / Aisle from the storage area to the production unit is free and clear of impediments or obstructions.		3	2	1
	PC5. Ensure the appropriate storage pin trucks, saddle trucks, liners, skids, gondolas, containers are available.		3	2	1
	PC6. Ensure that the rooms for cold storage and any other refrigerated. Cabins/rooms are available and ready to use (requirement for certain raw materials to protect from degradation).		3	2	1

PC7. Ensure FIFO compliance by regular inspection and relocating the material for easy dispatch.	2	0	2
PC8. Check the availability of material, compound mix, semi finished and finished products to be stored.	3	2	1
PC9. Visual inspection of material, compound mix, semi-finished and finished products to be store.	3	2	1
PC10. Check the paper document/ written instructions or details received from the relevant departments' end with the material.	3	2	1
PC11. Ensure the completion of loading/ unloading of material within the given timeline.	1	0	1
PC12. Perform checking of material based on random selection of the material as per the company's guidelines for the same.	2	1	1
PC13. Inspect for any damage and report the same to the purchase officer /supplier / relevant department.	3	1	2
PC14. Instruct for making the space available for the material.	3	1	2
PC15. Arrange the proper stacking of material.	3	1	2
PC16. Ensure proper identification on each material.	3	1	2
PC17. Indicate proper placement location of the raw material w.r.t the pillar numbers / bin numbers /or other indications to facilitate location of storage.	2	1	1
PC18. Ensure that the quantity of material stored is properly recorded.	2	1	1
PC19. Ensure that the company process for inflow and outflow of raw material from storage area is adhered to.	3	2	1
PC20. Ensure that time delay between the receipt of material requirement and material being sent from the storage area is within limits specified by company.	3	2	1
PC21. Ensure that all the stored material is identified properly with all relevant details.	3	2	1
PC22. Ensure that all materials must have MSDS (Material Safety Data Sheet).	3	2	1
PC23. Sampling and getting the release done through in house LAB.	3	2	1
PC24. Ensure the availability of the material as per the scheduler.	1	0	1
PC25. Coordinate with the weighing operator and purchase officer for proper inventory control and facilitate new material procurement.	3	2	1

	PC26. Ensure stored materials have tags indicating the age and are constantly moved to facilitate consumption based on FIFO.		2	1	1
	PC27. Send the contaminated /off spec /rejected material /component / semi finished/finished to Red tag Hold Area, report it to /concerned department and ensure its disposal on regular basis at the earliest available time.		3	2	1
	PC28. Held up area must be clear of all red tag/hold material as soon as possible to avoid any misuse.		3	2	1
	PC29. Ensure the use of certified material handling tools and equipments.		2	0	2
	PC30. Get the timely checking of safety tools done (fire extinguisher, spray etc.)		4	2	2
	PC31. Ensure material safety in the storage area from water, oil & grease, fire, insects, rodents and excessive heat.		3	1	2
	PC32. First aid treatment to handle any injury, cut or sprain while lifting the material.		3	1	2
	PC33. Handle the ingredients/material using hand gloves and other safety equipment as directed by organizations safety department.		3	2	1
	PC34. Adhere to all safety norms (such as wearing protective gloves and shoes, safety masks etc).		3	1	2
	PC35. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.		4	2	2
	PC36. Follow the guidance of safety department to contain spillages which may affect the health and safety of self or the environment in the weighing area.		4	2	2
		Total	100	50	50
RSC/N3304 Undertake rubber product dispatch activities	PC1. Get the order sheet from the relevant department in writing duly signed by the concerned authority.	100	5	4	1
	PC2. Communicate the requirement along with the timeline to the store/finished goods warehouse head.		4	3	1
	PC3. Ensure that the proper packaging is done for the respective order.		3	2	1
	PC4. Arrange fork lift or tow truck for transporting goods to the transporting vehicle.		5	3	2
	PC5. Arrange for the transportation or courier services as per the requirement.		5	3	2

	PC6. Inspect the truck/any other carrier of goods for any nails or any protruding objects that might damage the product to be dispatched.		5	3	2
	PC7. Ensure that the truck/any other carrier of goods is well covered with tarpaulin to prevent any damage due to heat / moisture.		1	0	1
	PC8. Guide the helpers associated for the dispatch of the product.		5	3	2
	PC9. Arrange for the trolleys/forklift and other equipments required for moving product from one place to another and for loading on to dispatch vehicle.		6	3	3
	PC10. Dispatch order of right product in right quantity through the best mode in the given timeline to the customer with the correct address and contact details.		6	3	3
	PC11. Ensure that all customer specific items (such as number of pieces and their identifications complete with all additional items) during dispatch are complied with.		6	3	3
	PC12. Ensure to send the proper paper documents (bill, order detail etc) with the order.		6	3	3
	PC13. Maintain proper record of the details of fulfilled order such as quantity, time, mode, details of the transport used, courier details and charges and of the remaining orders to be delivered.		6	3	3
	PC14. Inform the customer as well as the concerned authority of the unit for the completing the dispatch for orders.		6	3	3
	PC15. Inform the customer as well as concerned authority for any delay in dispatch.		6	3	3
	PC16. Confirm the receiving at customer's end.		6	3	3
	PC17. Settlement of any dispute arising out of the order delivery problems w.r.t. time, quantity, packaging, product etc.		6	3	3
	PC18. Knowledge of first aid for handling any injury.		5	4	1
	PC19. Adhere to all safety norms (such as wearing protective gloves and masks).		4	4	0
	PC20. Comply with health, safety, environment guidelines and regulations in accordance with international/ national standards or the organizational standards.		4	4	0
		Total	100	60	40

RSC/N5001 Carry out housekeeping in rubber product manufacturing	PC1. Inspect the area while taking into account various surfaces.	100	3	3	0
	PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain.		3	3	0
	PC3. Ensure that the cleaning equipment is in proper working condition.		3	3	0
	PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person.		3	3	0
	PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces.		3	3	0
	PC6. Inform the affected people about the cleaning activity.		2	2	0
	PC7. Display the appropriate signage for the work being conducted.		3	3	0
	PC8. Ensure that there is adequate ventilation for the work being carried out.		3	3	0
	PC9. Wear the personal protective equipment required for the cleaning method and materials being used.		3	3	0
	PC10. Use the correct cleaning method for the work area, type of soiling and surface.		3	3	0
	PC11. Carry out cleaning activity without disturbing others.		3	3	0
	PC12. Deal with accidental damage, if any, caused while carrying out the work.		3	3	0
	PC13. Report to the appropriate person any difficulties in carrying out your work.		3	3	0
	PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill.		3	3	0
	PC15. Ensure that there is no oily substance on the floor to avoid slippage.		9	3	6
	PC16. Ensure that no scrap material is lying around.		9	3	6
	PC17. Maintain and store housekeeping equipment and supplies.		3	3	0
	PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process.		3	3	0
	PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements.		8	2	6
	PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored.		3	3	0
	PC21. Dispose the waste garnered from the activity in an appropriate manner.		9	3	6

	PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly.		9	3	6
	PC23. Maintain schedules and records for housekeeping duty.		3	3	0
	PC24. Replenish any necessary supplies or consumables.		3	3	0
		Total	100	70	30
RSC/N5002 Carry out reporting and documentation	PC1. Report data/problems/incidents as applicable in a timely manner.	100	12	9	3
	PC2. Report to the appropriate authority as laid down by the company.		12	9	3
	PC3. Follow reporting procedures as prescribed by the company.		12	9	3
	PC4. Identify documentation to be completed relating to one's role.		10	7	3
	PC5. Record details accurately an appropriate format.		16	8	8
	PC6. Complete all documentation within stipulated time according to company procedure.		14	8	6
	PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly.		6	4	2
	PC8. Make sure documents are available to all appropriate authorities to inspect.		6	4	2
	PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures.		6	6	0
	PC10. Inform the appropriate authority of requests for information received.		6	6	0
		Total	100	60	40
RSC/N5003 Carry out quality checks	PC1. Ensure that total ranges of checks are regularly and consistently performed.	100	24	15	9
	PC2. Use appropriate measuring instruments, equipment, tools, accessories etc, as required.		24	15	9
	PC3. Identify non-conformities to quality assurance standards.		6	4	2
	PC4. Identify potential causes of non-conformities to quality assurance standards.		5	3	2
	PC5. Identify impact on final product due to non-conformance to company standards.		5	3	2
	PC6. Evaluating the need for action to ensure that problems do not recur.		6	4	2
	PC7. Suggest corrective action to address problem.		5	3	2

	PC8. Review effectiveness of corrective action.		5	3	2
	PC9. Interpret the results of the quality check correctly.		4	4	0
	PC10. Take up results of the findings with QC in charge/appropriate authority.		3	3	0
	PC11. Take up the results of the findings within stipulated time.		3	3	0
	PC12. Record of results of action taken.		3	3	0
	PC13. Record adjustments not covered by established procedures for future reference.		3	3	0
	PC14. Review effectiveness of action taken.		2	2	0
	PC15. Follow reporting procedures where the cause of defect cannot be identified.		2	2	0
	Total	Total	100	60	40
RSC/N5004 Carry out problem identification and escalation	PC1. Identify defects/indicators of problems.	100	7	4	3
	PC2. Identify any wrong practices that may lead to problems.		6	3	3
	PC3. Identify practices that may impact the final product quality.		6	3	3
	PC4. Identify if the problem has occurred before.		5	3	2
	PC5. Identify other operations that might be impacted by the problem.		6	4	2
	PC6. Ensure that no delays are caused as a result of failure to escalate problems.		5	3	2
	PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required).		8	5	3
	PC8. Consider possible reasons for identification of problems.		8	5	3
	PC9. Consider applicable corrections and formulate corrective action.		3	3	0
	PC10. Formulate action in a timely manner.		3	3	0
	PC11. Communicate problem/remedial action to appropriate parties.		7	5	2
	PC12. Take corrective action in a timely manner.		2	2	0
	PC13. Take corrective action for problems identified according to the company procedures.		2	2	0
	PC14. Report/document problem and corrective action in an appropriate manner.		8	5	3
	PC15. Monitor corrective action.		2	2	0

	PC16. Evaluate implementation of corrective action taken to determine if the problem has been resolved.		2	2	0
	PC17. Ensure that corrective action selected is viable and practical.		2	2	0
	PC18. Ensure that correct solution is identified to an identified problem.		2	2	0
	PC19. Take corrective action for problems identified according to the company procedures.		1	1	0
	PC20. Ensure that no delays are caused as a result of failure to take necessary action.		1	1	0
	PC21. Escalate problem as per laid down escalation matrix.		4	3	1
	PC22. Escalate the problem within stipulated time.		4	3	1
	PC23. Escalate the problem in an appropriate manner.		3	2	1
	PC24. Ensure that no delays are caused as a result of failure to escalate problems.		3	2	1
	Total	Total	100	70	30
	Grand Total		800	480	320
	Percentage Weightage:			<20%>	<80%>
	Minimum Pass % to qualify (aggregate):			<70%>	

Annexure I: Tools and Equipment for Basic Training (Block I)

Sector: Rubber Industry

Block I QP Code with Version No. or Course Code: RSC/Q0108, V2.0

Block I QP Name or Course Name: Material Handling and Storage Operator

Block I NSQF Level: 4

S. No.	Equipment Name	Minimum number of Equipment required (per batch of 30 trainees)	Unit Type	Is this a mandatory Equipment to be available at the Training Center (Yes/No)	Dimension/Specification /Description of the Equipment/ ANY OTHER REMARK
1	Laptop/PC	1		Yes	
2	Projector	1		Yes	
3	Weighing Scale	1	Industrial grade	Yes	500 kg Capacity
4	Manual Strapping Tool	1		Yes	
5	Strapping machine	1		No	
6	Tape Dispenser	1		Yes	
7	Sealing Machine	1		Yes	
8	Shrink wrapping machine			No	
9	Hand Pallet Mover	1		Yes	100-500 kg capacity
10	Material Movement Trolley	1		No	
11	Tow truck	1		No	
12	Fork Lift	1		No	
13	Temperature controlled storage room	1		No	
14	Storing rack			No	

15	Pallets	1		Yes	800 x 1000 mm
16	Bins				Different capacity and sizes
17	Air conditioned store room	1		No	Optional
18	Digital thermometer	1		No	
19	Floor cleaner	1		No	
20	Broom	5		Yes	
21	Dust pan	5		Yes	
22	Cleaning solvents (Ltrs.)	1		Yes	
23	Rags for cleaning	As per practical requirement		Yes	
24	Safety goggle	5		Yes	
25	Safety shoes	5		Yes	
26	Safety gloves	30		Yes	
27	Mask	30		Yes	
28	Earmuff	30		Yes	
29	First aid box	1		Yes	
30	Fire extinguisher	1		Yes	For extinguishing A, B, C, D type fires

Annexure II: Tools and Equipment for Basic Training (Block II)

Sector: Rubber Industry

Block I QP Code with Version No. or Course Code: RSC/Q0108, V2.0

Block I QP Name or Course Name: Material Handling and Storage Operator

Block I NSQF Level: 4

S. No.	Equipment Name	Minimum number of Equipment required (per batch of 30 trainees)	Unit Type	Is this a mandatory Equipment to be available at the Training Center (Yes/No)	Dimension/Specification /Description of the Equipment/ ANY OTHER REMARK
1	Laptop/PC	1		Yes	
2	Projector	1		Yes	
3	Weighing Scale	1	Industrial grade	Yes	500 kg Capacity
4	Manual Strapping Tool	1		Yes	
5	Strapping machine	1		No	
6	Tape Dispenser	1		Yes	
7	Sealing Machine	1		Yes	
8	Shrink wrapping machine			No	
9	Hand Pallet Mover	1		Yes	100-500 kg capacity
10	Material Movement Trolley	1		No	
11	Tow truck	1		No	
12	Fork Lift	1		No	
13	Temperature controlled storage room	1		No	
14	Storing rack			No	

15	Pallets	1		Yes	800 x 1000 mm
16	Bins				Different capacity and sizes
17	Air conditioned store room	1		No	Optional
18	Digital thermometer	1		No	
19	Floor cleaner	1		No	
20	Broom	5		Yes	
21	Dust pan	5		Yes	
22	Cleaning solvents (Ltrs.)	1		Yes	
23	Rags for cleaning	As per practical requirement		Yes	
24	Safety goggle	5		Yes	
25	Safety shoes	5		Yes	
26	Safety gloves	30		Yes	
27	Mask	30		Yes	
28	Earmuff	30		Yes	
29	First aid box	1		Yes	
30	Fire extinguisher	1		Yes	For extinguishing A, B, C, D type fires