



1	<b>Program Title</b>	QA Supervisor		
2	<b>Program Code, if any</b>	NA		
3	<b>Any related NSQF approved QP/Course/NOS and code</b>	RSC/Q 0401		
4	<b>Hours for Basic Training(Block I)</b>	200 (1 Months)		
5	<b>Hours for On the Job Training (Block II)</b>	1632 (9 Months)		
6	<b>Certifying body for Basic Training Program</b>	RSDC		
7	<b>Certifying Body for On the Job training</b>	Industry		
8	<b>Any Licensing requirements, wherever applicable</b>	NA		
9	<b>Minimum eligibility criteria (Educational and/or technical Qualification)</b>	Class XII/ ITI/ Diploma in any engineering/ Graduate in science  Master's in science or above		
10	<b>Trainer's Qualification and Experience</b>	Any Graduate preferably in rubber or polymer and 5+ year Experience		
11	<b>NCO code and occupation</b>	NCO-2004/Nil		
12	<b>Proposed NSQF level</b>	5		
13	<b>Indicative list of training tools required to deliver this qualification (may be attached)</b>	As per Annexure I & II		
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>
<b>Basic Training Program</b>	1. Introduction	8	8	16
	2. Supervise quality assurance at all the stages of production	40	64	104
	3. To carry out housekeeping	8	16	24
	4. To carry out reporting and documentation.	8	8	16
	5. To carry out quality checks.	8	16	24
	6. To carry out problem identification and escalation.	8	8	16
<b>On the Job Training Program</b>	1. Introduction	24	40	64
	2. Supervise quality assurance at all the stages of production	120	784	904
	3. To carry out housekeeping	48	120	168
	4. To carry out reporting and documentation.	48	120	168
	5. To carry out quality checks.	48	120	168
	6. To carry out problem identification and escalation.	40	120	160

15	<b>Total Pass marks</b> <table border="1" data-bbox="407 268 1317 531"> <thead> <tr> <th data-bbox="407 268 683 342"></th> <th data-bbox="688 268 1003 342">Pass Marks-Theory</th> <th data-bbox="1008 268 1317 342">Pass Marks-Practical</th> </tr> </thead> <tbody> <tr> <td data-bbox="407 348 683 415">Basic Training Program</td> <td data-bbox="688 348 1003 415">210 out of 300</td> <td data-bbox="1008 348 1317 415">140 out of 200</td> </tr> <tr> <td data-bbox="407 422 683 531">On the Job Training Program</td> <td data-bbox="688 422 1003 531">210 out of 300</td> <td data-bbox="1008 422 1317 531">140 out of 200</td> </tr> </tbody> </table>		Pass Marks-Theory	Pass Marks-Practical	Basic Training Program	210 out of 300	140 out of 200	On the Job Training Program	210 out of 300	140 out of 200	
	Pass Marks-Theory	Pass Marks-Practical									
Basic Training Program	210 out of 300	140 out of 200									
On the Job Training Program	210 out of 300	140 out of 200									
16	<b>Job description-brief</b>	A QA Supervisor is responsible to supervise the functioning of the quality control inspectors in their designated areas.									
17	<b>Progression from the qualification (Please show Professional and academic progression)</b>	QA Manager Rubber Industry and Academic progression to Level 6 program									
18	<b>Employment avenues/opportunities</b>	1. Rubber manufacturing units in India: The apprentice may be employed with the biggest player of the trades and be a part of their manufacturing set and deliver quality work. 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.									
19	<b>Assessment strategy (Basic training and On the Job Training)</b>	For Basic Training & On the Job Training: 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									

		<p>down proportion of marks for Theory and Skills practical for each PC.</p> <p>3. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.</p> <p>4. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.</p> <p>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).</p> <p>6. Individual assessment agencies will create unique 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</p>
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		<p>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>
<b>20</b>	<b>Curriculum update version and date</b>	25/06/2019
<b>21</b>	<b>Curriculum revision date</b>	24/06/2020

## Curriculum

<b>Module Name with duration</b>	<b>Key Learning outcomes</b>
<b>Theory/Basic Training Program- Block I</b>	
<p><b>Introduction</b></p> <p><b>Theory Duration</b> (hh:mm) 8:00</p> <p><b>Practical Duration</b> (hh:mm) 8:00</p> <p><b>Corresponding NOS Code</b> Bridge Module</p>	<ul style="list-style-type: none"> <li>• Describe the importance of rubber sector.</li> <li>• List the role and responsibility of a QA Supervisor.</li> <li>• Identify rubber from different sources.</li> <li>• List major rubber associations.</li> <li>• Identify different tools and equipment to be used for quality assurance in Rubber industry.</li> </ul>
<p><b>Supervise quality assurance at all the stages of production</b></p> <p><b>Theory Duration</b> (hh:mm) 40:00</p> <p><b>Practical Duration</b> (hh:mm) 64:00</p> <p><b>Corresponding NOS Code</b> RSC/N6126</p>	<ul style="list-style-type: none"> <li>• Demonstrate the setup of inspection equipment to be used for testing correctly as per ISO or any other International Standard and SOP.</li> <li>• Demonstrate the calibration check for all the test equipment under use.</li> <li>• Demonstrate the functional check for all the test equipment under use.</li> <li>• Identify defective equipment/apparatus and take action as per SOP.</li> <li>• Perform audit to ensure that QA inspectors fills up the audit sheets in their allotted area of Inspection.</li> <li>• Perform audit to ensure that QA inspectors records the details of the checks made indicating the process detail, date, time, batch number, temperature, pressure readings as per the guidelines.</li> <li>• Perform audit to ensure QA system compliance.</li> <li>• Perform audit to ensure strict compliance on technical specification of process.</li> <li>• Perform audit to ensure that the product made during the wrong/ incorrect process conditions are held up for technical department's disposition.</li> <li>• Record and maintain data as per company Standard Operating Procedure (SOP).</li> <li>• Prepare a summary sheet of the shift performance of the QA inspectors under his supervision.</li> <li>• Perform audit to ensure that reports/records are accurate and clear.</li> <li>• Perform the quality checks wearing the appropriate attire and safety gears.</li> <li>• Comply with health, safety, environment guidelines, regulations etc. in accordance with international/national standards or organizational standards (SOP).</li> </ul>
<p><b>To carry out housekeeping</b></p> <p><b>Theory Duration</b> (hh:mm) 8:00</p> <p><b>Practical Duration</b> (hh:mm) 16:00</p>	<ul style="list-style-type: none"> <li>• Describe what is housekeeping.</li> <li>• Explain the importance &amp; purpose of housekeeping.</li> <li>• Describe what is '5S.</li> <li>• Identify housekeeping equipment.</li> <li>• Perform the process of cleaning of the machines.</li> <li>• Demonstrate the housekeeping of work area with specified equipment and material.</li> </ul>

<p><b>Corresponding NOS Code</b> RSC/N5001</p>	<ul style="list-style-type: none"> <li>• Perform housekeeping activities independently without supervision.</li> </ul>
<p><b>To carry out reporting and documentation</b></p> <p><b>Theory Duration</b> (hh:mm) 8:00</p> <p><b>Practical Duration</b> (hh:mm) 8:00</p> <p><b>Corresponding NOS Code</b> RSC/N5002</p>	<ul style="list-style-type: none"> <li>• Explain the importance of documentation.</li> <li>• Interpret the common documentation used in the rubber industry quality assurance.</li> <li>• Explain the importance of reporting.</li> <li>• Discuss of organization policies and guidelines.</li> <li>• Describe the purpose of procedures in an organization.</li> <li>• Use work instruction for working in an organization.</li> <li>• Use the communication process during day to day work.</li> <li>• Demonstrate the process of overcoming problems in communication.</li> <li>• Apply the traits of active listening.</li> <li>• Demonstrate the best practices in writing skill.</li> <li>• Apply process of resolving conflict with a team member.</li> <li>• Determine priority of work from pending work list.</li> <li>• Perform reporting for daily operations independently without supervision.</li> </ul>
<p><b>To carry out quality checks</b></p> <p><b>Theory Duration</b> (hh:mm) 8:00</p> <p><b>Practical Duration</b> (hh:mm) 16:00</p> <p><b>Corresponding NOS Code</b> RSC/N5003</p>	<ul style="list-style-type: none"> <li>• Perform calibration of the measuring and inspection instrument as the prescribed frequency.</li> <li>• Perform the Reproducibility and Repeatability ((R&amp;R) study on the equipment and relevant QA inspectors.</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's standards.</li> <li>• Interpret the results of the quality check correctly.</li> <li>• Discuss the results of the findings with QC in charge/ appropriate authority within stipulated time.</li> <li>• Record the results of actions taken.</li> </ul>
<p><b>To carry out problem identification and escalation</b></p> <p><b>Theory Duration</b> (hh:mm) 8:00</p> <p><b>Practical Duration</b> (hh:mm) 8:00</p> <p><b>Corresponding NOS Code</b> RSC/N5004</p>	<ul style="list-style-type: none"> <li>• Describe the regular problems in quality assurance supervision.</li> <li>• Explain how to deal various problem in the quality assurance supervision.</li> <li>• Describe hierarchy of a quality assurance department in a rubber manufacturing organization.</li> <li>• Describe the need for problem escalation.</li> <li>• Demonstrate the process of escalating problem in quality assurance department.</li> </ul>

## On the Job Training Program- Block II

### Introduction

#### Theory Duration

(hh:mm)

24:00

#### Practical Duration

(hh:mm)

40:00

#### Corresponding NOS Code

Bridge Module

- Describe the roles and responsibilities of “QA Supervisor”.
- Apply safety rules during shop floor training.
- Use personal protective equipment (PPE) during shop floor training.
- Demonstrate how to respond during various potential emergencies in rubber industry.
- Perform escalations for any abnormalities during shop floor training.
- Perform reporting as per company’s standard operating procedure (SOP) during shop floor training

### Supervise quality assurance at all the stages of production

#### Theory Duration

(hh:mm)

120:00

#### Practical Duration

(hh:mm)

784:00

#### Corresponding NOS Code

RSC/N6126

- Demonstrate the inspection equipment setup as per ISO or any other International Standard and SOP for carrying the prescribed test.
- Comply with the maintenance schedule of the measurement equipment.
- Perform the work allocation for the QA inspectors and ensure all shifts are covered for all functions.
- Use backup person as a substitute in case of absenteeism of any team member due to any injury, accident, leave etc.
- Perform task delegation and inform the team members well in time about the QA requirements.
- Impart the identified trainings to the inspectors for handling QA issues.
- Perform audit of mandatory process checks at QA inspector’s assigned unit/ area.
- Perform audit to ensure the compliance of specification by the operators at their assigned areas.
- Perform audit to ensure that QA inspectors fills up the audit sheets in their allotted area of Inspection.
- Perform audit to ensure that any violation of the specified conditions is reported to area supervisor.
- and the product produced in that unit held up for Technical departments disposition.
- Perform audit to ensure that QA inspectors records the details of the checks made indicating the process detail, date, time, batch number, temperature, pressure readings as per the guidelines.
- Perform audit to ensure QA system compliance.
- Perform audit to ensure strict compliance on technical specification of process.
- Perform audit to ensure that the product made during the wrong/ incorrect process conditions are held up for technical department’s disposition.
- Discuss QA violations with production supervisor for necessary actions.
- Record and maintain data as per company Standard Operating Procedure (SOP).
- Prepare a summary sheet of the shift performance of the QA inspectors under his supervision.
- Perform audit to ensure that reports/records are accurate and clear.
- Discuss the results of the findings with supplier/appropriate authority.
- Perform the calibration check for all the test equipment under use.
- Perform the functional check for all the test equipment under use.
- Identify defective equipment/apparatus and take action as per SOP.
- Perform the quality checks wearing the appropriate attire and safety gears.

	<ul style="list-style-type: none"> <li>• Comply with health, safety, environment guidelines, regulations etc. in accordance with international/national standards or organizational standards (SOP).</li> </ul>
<p><b>To carry out housekeeping</b></p> <p><b>Theory Duration</b> (hh:mm) 48:00</p> <p><b>Practical Duration</b> (hh:mm) 120:00</p> <p><b>Corresponding NOS Code</b> RSC/N5001</p>	<ul style="list-style-type: none"> <li>• Interpret the 5S rules to be followed at shop floor.</li> <li>• Perform sorting of material and tools for deploying 5S.</li> <li>• Apply tags to material and equipment for easy identification.</li> <li>• Apply 5S rules during day to day working.</li> <li>• Select appropriate equipment and aids for cleaning the measuring equipment.</li> <li>• Perform audit of the equipment and work area cleaning to ensure that cleaning is performed as per company's standard.</li> <li>• Perform housekeeping activities independently without supervision.</li> <li>• Impart training to QA inspectors for 5S.</li> <li>• Assess the effectiveness of 5S deployment through layered audit.</li> </ul>
<p><b>To carry out reporting and documentation</b></p> <p><b>Theory Duration</b> (hh:mm) 48:00</p> <p><b>Practical Duration</b> (hh:mm) 120:00</p> <p><b>Corresponding NOS Code</b> RSC/N5002</p>	<ul style="list-style-type: none"> <li>• Interpret the quality reports made by quality assurance inspectors.</li> <li>• Report shift quality performance for management review.</li> <li>• Report any abnormal quality issue faced during operations to management.</li> <li>• Report quality equipment break down during operations to the maintenance department.</li> <li>• Interpret and practice organization policies and guidelines.</li> <li>• Apply organizational procedures in day to day work.</li> <li>• Practice work instructions for carrying out in-process inspection.</li> <li>• Use appropriate communication process during day to day work.</li> <li>• Apply the traits of active listening.</li> <li>• Apply the best practices used for good writing skill.</li> <li>• Use process of resolving conflict with a team member as and when required.</li> <li>• Determine priority of work from pending work list.</li> <li>• Perform reporting for daily operations independently without supervision.</li> </ul>
<p><b>To carry out quality checks</b></p> <p><b>Theory Duration</b> (hh:mm) 48:00</p> <p><b>Practical Duration</b> (hh:mm) 120:00</p> <p><b>Corresponding NOS Code</b> RSC/N5003</p>	<ul style="list-style-type: none"> <li>• Perform the audit to ensure that total range of checks are regularly and consistently performed for the inspection instruments.</li> <li>• Perform calibration of the measuring and inspection instrument as the prescribed frequency.</li> <li>• Perform the Reproducibility and Repeatability (R&amp;R) study on the equipment and relevant QA inspectors.</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's standards.</li> <li>• Evaluate the need for action to ensure that problems do not recur.</li> <li>• Suggest corrective action to address problem.</li> <li>• Assess effectiveness of corrective action taken.</li> <li>• Interpret the results of the quality check correctly.</li> <li>• Discuss the results of the findings with QC in charge/ appropriate authority within stipulated time.</li> <li>• Record the results of action taken.</li> <li>• Record adjustments not covered by established procedures for future reference.</li> <li>• Perform escalation where the cause of defect cannot be identified.</li> </ul>

<p><b>To carry out problem identification and escalation</b></p> <p><b>Theory Duration</b> (hh:mm) 40:00</p> <p><b>Practical Duration</b> (hh:mm) 120:00</p> <p><b>Corresponding NOS Code</b> RSC/N5004</p>	<ul style="list-style-type: none"> <li>• Identify defects/ indicators of the problems.</li> <li>• Identify any wrong practices at workplace that may lead to the problems.</li> <li>• Identify practices that may impact the final product quality.</li> <li>• Identify if the problem has occurred before.</li> <li>• Identify other operations that might be impacted by the problem.</li> <li>• Perform the check and ensure that no delays are caused as a result of failure to escalate problems.</li> <li>• Use appropriate materials and sample to conduct assessment tests.</li> <li>• Evaluate results to establish reasons to confirm suspected reasons for non-conformance.</li> <li>• Determine possible reasons for identification of problems.</li> <li>• Determine applicable corrections and formulate corrective action.</li> <li>• Evaluate that the corrective action selected is viable and practical.</li> <li>• Apply corrective action in a timely manner to ensure that no delays are caused as a result of failure to take necessary action.</li> <li>• Report/ document problem and corrective action in an appropriate manner</li> <li>• Evaluate implementation of corrective action taken to determine if the problem has been resolved.</li> <li>• Escalate problem as per laid down escalation matrix and within stipulated time.</li> <li>• Escalate the problem in an appropriate manner.</li> </ul>
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## List of Assessable outcomes/assessment criteria

### Assessment Criteria

<b>Job Role</b>	<b>QA Supervisor</b>
<b>Qualification Pack</b>	<b>RSC/Q0401</b>
<b>Sector Skill Council</b>	<b>Rubber Skill Development Council</b>

<b>S. No.</b>	<b>Guidelines for Assessment</b>
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	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria.
5	To pass the Qualification Pack , every trainee should score a minimum of 70% in every NOS
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

<b>Assessment Outcomes</b>	<b>Assessment Criteria for Outcomes</b>	<b>Total Marks (80+20)</b>	<b>Out Of</b>	<b>Theory</b>	<b>Skills Practical</b>
<b>RSC/ N0404 Supervise quality assurance at all the stages of production</b>	PC1. Ensure the setup of appropriate equipment/ apparatus to be used for testing correctly as per ISO or any other International Standard and SOP.	<b>100</b>	10	0	6
	PC2. Ensure that QA inspectors uses the standard certified tools such as needle and surface Pyrometer, Non-contact pyrometer, measuring tape and protractor for checking.		2	2	0
	PC3. Ensure that all the test equipment are duly calibrated and are operational.		9	3	6
	PC4. Identify defective equipment/apparatus and take action as per SOP.		12	4	8
	PCS. Ensure that maintenance schedule of the equipment is complied well.		1	1	0
	PC6. Ensure that the QA inspectors are available to cover the shift.		1	1	0
	PC7. Arrange for the substitute in case of absenteeism of any team member due to any injury, accident, leave etc.		1	1	0
	PC8. Delegate the task and inform the team members well in time about the QA Requirements.		1	1	0

PC9. Train the manpower for handling QA issues.	1	1	0
PC10. Ensure QA inspectors conducts required mandatory process checks at each of his assigned unit/area.	2	0	2
PC11. Ensure QA checks the compliance of specification by the operators at their assigned areas.	3	0	3
PC12. Ensure that QA inspectors fills up the audit sheets in their allotted area of inspection.	8	0	8
PC13. Ensure that any violation of the specified conditions is reported to area supervisor and the product produced in that unit held up for Technical departments disposition.	2	2	0
PC14. Ensure that QA inspectors records the details of the checks made indicating the process detail, date, time, batch number, temperature, pressure readings as per the guidelines issued by technical on the process being checked.	11	3	8
PC15. Ensure QA system compliance	4	0	4
PC16. Ensures strict compliance on technical specification and prevents off specification process is stopped till corrections are made.	5	2	3
PC17. Ensure that the product made during the wrong/incorrect process conditions are held up for technical department's disposition.	2	2	0
PC18. Follow up on QA violations with production supervision.	2	2	0
PC19. Record and maintain data as per company standards (SOP).	6	0	6
PC20. Prepare a summary sheet of the shift performance of the QA inspectors under his supervision and indicates the assistance provided to QA inspectors and production management in resolving any issues affecting production.	3	3	0
PC21. Ensure that reports/records are accurate and clear.	2	2	0
PC22. Take up the results of the findings with supplier/appropriate authority.	1	1	0
PC23. Inform concerned persons for rectifications, if needed in specified time limit.	1	1	0
PC24. Handle the equipment and products properly.	4	2	2
PC25. Conduct the quality checks wearing the appropriate attire and safety gears.	4	2	2
PC26. Precaution for dust I chemical inhaling and handling.	4	2	2
PC27. Comply with health, safety, environment guidelines, regulations etc. in accordance with international/national standards or organizational standards (SOP).	2	2	0
<b>Total</b>	<b>104</b>	<b>40</b>	<b>60</b>

<b>RSC/N5001 To carry out housekeep- ing</b>	PC1. Inspect the area while taking into account various surfaces.	<b>100</b>	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 the 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 off the waste generated 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
	<b>Total</b>		<b>100</b>	<b>70</b>	<b>30</b>
<b>RSC / N5002 To carry out reporting and documentation</b>	PC1. Report data/problems/incidents as applicable in a timely manner.	<b>100</b>	12	8	4
	PC2. Report to the appropriate authority as laid down by the company.		12	8	4
	PC3. Follow reporting procedures as prescribed by the company.		12	8	4
	PC4. Identify documentation to be completed relating to one's role.		10	6	4
	PC5. Record details accurately an appropriate format.		16	6	10
	PC6. Complete all documentation within stipulated time according to company procedure.		14	4	10
	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
	<b>Total</b>		<b>100</b>	<b>60</b>	<b>40</b>
<b>RSC / N5003 To carry out quality checks</b>	PC1. Ensure that total range of checks are regularly and consistently performed.	<b>100</b>	24	10	14
	PC2. Use appropriate measuring instruments, equipment, tools, accessories etc. ,as required		24	10	14
	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
	<b>Total</b>		<b>100</b>	<b>60</b>	<b>40</b>
<b>RSC / N5004 To carry out Problem Identificati- on and escalation</b>	PC1. Identify defects/indicators of problems.	<b>100</b>	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
	<b>Total</b>		<b>100</b>	<b>70</b>	<b>30</b>
	<b>Grand Total</b>		<b>500</b>	<b>300</b>	<b>200</b>
	<b>Percentage Weightage:</b>			<20%>	<80%>
	<b>Minimum Pass % to qualify (aggregate):</b>			<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/Q0401, V1.0

**Block I QP Name or Course Name:** QA Supervisor

**Block I NSQF Level:** 5

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	Inspection light	5		Yes	
5	Inspection table	5		Yes	
6	Marker	30		Yes	
7	Vernier Caliper	5		Yes	0-300 mm
8	Micrometer	5		Yes	0-25 mm
9	Height Gauge	5		Yes	0- 600 mm
10	Hardness Tester – Shore-A	5		Yes	
11	Storage racks	1		Yes	
12	Material Movement Trolley	2		Yes	
13	Pallet	2		No	
14	Hand Pallet Mover	1		No	100-500 kg capacity
15	Floor cleaner	1		No	
16	Broom	5		Yes	

17	Dustpan	5		Yes	
18	Cleaning solvents (Liters)	1		Yes	
19	Rags for cleaning	As per practical requirement		Yes	
20	Safety goggle	5		No	
21	Safety shoes	5		No	
22	Safety gloves	30		Yes	
23	Mask	30		Yes	
24	First aid box	1		Yes	
25	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 II QP Code with Version No. or Course Code:** RSC/Q0401, V1.0

**Block II QP Name or Course Name:** QA Supervisor

**Block II NSQF Level:** 5

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	Inspection light	5		Yes	
5	Inspection table	5		Yes	
6	Marker	30		Yes	
7	Vernier Caliper	5		Yes	0-300 mm
8	Micrometer	5		Yes	0-25 mm
9	Height Gauge	5		Yes	0- 600 mm
10	Hardness Tester – Shore-A	5		Yes	
11	Storage racks	1		Yes	
12	Material Movement Trolley	2		Yes	
13	Pallet	2		No	
14	Hand Pallet Mover	1		No	100-500 kg capacity
15	Floor cleaner	1		No	
16	Broom	5		Yes	

17	Dustpan	5		Yes	
18	Cleaning solvents (Liters)	1		Yes	
19	Rags for cleaning	As per practical requirement		Yes	
20	Safety goggle	5		No	
21	Safety shoes	5		No	
22	Safety gloves	30		Yes	
23	Mask	30		Yes	
24	First aid box	1		Yes	
25	Fire extinguisher	1		Yes	For extinguishing A, B, C, D type fires