

Revised Application Documentation: Version 4 /25 May, 2015

## **QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY**

### **Name and address of submitting body:**

#### **Rubber Skill Development Council**

Ramakrishna Dalamia Wing, PHD House (4th Floor)  
4/2, Siri Fort Institutional Area,  
August Kranti Marg, New Delhi - 110016

### **Name and contact details of individual dealing with the submission**

**Name: Shikher Saxena**

**Position in the organisation : Manager - Standards & Assessment**

**Address if different from above : Same**

**Tel number(s) 011 41009347, 41009348**

**E-mail address [info@rsdcindia.in](mailto:info@rsdcindia.in)**

## **List of documents submitted in support of the Qualifications File**

1. **Qualification Pack – Building Operator : Rubber roller (Attached as Annexure 1)**
2. **Occupational Map (Attached as Annexure 2)**
3. **Concurrence letter from RSDC NOS Subcommittee (Attached as Annexure 4)**
4. **Composition of NOS Subcommittee (Attached as Annexure 5)**
5. **List of companies share the concurrence on Qualification Pack (Attached as Annexure 7)**
6. **Assessment Process flow (Attached as Annexure 8)**
7. **Web Link : Reports of Skill Gap study conducted by RSDC**  
<http://rsdcindia.in/knowledge-base.html>

## QUALIFICATION FILE SUMMARY

<b>Qualification Title</b>	Building Operator - Rubber roller - RSC/ Q 1208		
<b>Body/bodies which will assess candidates</b>	RSDC's affiliated assessment agency		
<b>Body/bodies which will award the certificate for the qualification.</b>	Rubber Skill Development Council		
<b>Body which will accredit providers to offer the qualification.</b>	Rubber Skill Development Council		
<b>Occupation(s) to which the qualification gives access</b>	Rubber Roller - Building operator under non tyre rubber building manufacturing process		
<b>Proposed level of the qualification in the NSQF.</b>	4		
<b>Anticipated volume of training/learning required to complete the qualification.</b>	350 Hrs		
<b>Entry requirements / recommendations.</b>	Class X/ITI, Desirable – 18 Years		
<b>Progression from the qualification.</b>	Building Operator - Rubber roller level role which leads to supervisor level in Building occupation of rubber product manufacturing Process		
<b>International comparability where known:</b>	Not applicable		
<b>Planned arrangements for RPL.</b>	RPL assessment carries out as per normal RSDC assessment process.		
<b>Formal structure of the qualification</b>			
<b>Title of unit or other component</b> (include any identification code used)	<b>Mandatory/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
<u>RSC/ N 1222 (Prepare roller rod and collect components)</u>	<b>M</b>	<b>50</b>	<b>4</b>
<u>RSC/ N 1223 ( Prepare rubber roller )</u>	<b>M</b>	<b>50</b>	<b>4</b>
<u>RSC/ N 1224 ( Perform post-rubber roller preparation activities )</u>	<b>M</b>	<b>50</b>	<b>4</b>
<u>RSC/ N5001 (To carry out housekeeping)</u>	<b>M</b>	<b>25</b>	<b>Common across level (3 to 5)</b>
<u>RSC/ N5002 (To carry out reporting and documentation)</u>	<b>M</b>	<b>25</b>	<b>Common across level (3 to 5)</b>
<u>RSC/ N5003 (To carry out quality checks)</u>	<b>M</b>	<b>25</b>	<b>Common across level (3 to 5)</b>
<u>RSC/ N5004 (To carry out problem identification and escalation)</u>	<b>M</b>	<b>25</b>	<b>Common across level (3 to 5)</b>

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.

Give details of the document here:

Qualification Pack – Building Operator - Conveyor Belt

## **SECTION 1**

### **ASSESSMENT**

#### **Name of assessment body:**

If there will be more than one assessment body for this qualification, give details.

- RSDC's affiliated assessment agency. At present RSDC has two affiliated assessment agency.
  1. Aspiring Minds
  2. Trendsetters

Kindly refer RSDC assessment protocol for selection of assessment agency as Annexure 9

#### **Will the assessment body be responsible for RPL assessment?**

- Yes

Give details of how RPL assessment for the qualification will be carried out and quality assured.

RPL assessment will be carries out as per normal RSDC assessment process.

**Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:**

With uniformity and setting of National Occupational Standards (NOS), for different Jobs Roles the assessment of candidates will be at NOS level. Assessment criterion has been defined for each NOS and it includes both theoretical and practical skills on which the candidate will be assessed. The question suite which will be used to check the skills of the trainee would include

- **Theoretical test suite** – Will include multiple choice questions, audio-video question etc. which will test the trainee on his knowledge of the subject
- **Practical Knowledge suite** – Practical knowledge can be tested through Assessor driven evaluation, Situational Judgment Tests and Simulations. A mix of the three would be able to evaluate the trainee on his practical knowledge of the QP

#### **RSDC's assessment strategy:**

- Assessment criteria for each Qualification Pack developed, in which each Performance criteria (PC) assigned marks based on NOS separately for theoretical and practical skill
- Set of question bank developed to assess the theoretical and practical knowledge. To ensure the quality, each trainees get the unique set of question
- Student has to score minimum marks separately for theoretical and practical skill and overall percentage should also be 50%.
- Empanelment of subject matter expert as assessor to assess trainee specifically on practical skills
- Assessments are preferably conducted on tablets or pen or papers in regional languages according to the requirement.
- Questions are uploaded in the tablets only on the day of assessment
- It has been ensure that TP/trainer should not be present during assessment

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

Assessment Process flow

## ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as listed in the entry on the structure of the qualification on page 1.

Assessable outcomes			Assessment criteria for the outcome		
Assessment Strategy			Marks Allocation		
NOS	Elements	Performance Criteria	Total	Theory	Practical
<b>RSC / N 1204 Prepare material, tools and machine for building conveyor belt Assembly</b>	Equipment readiness	PC1. Ensure the availability of all required cutting tools and tackle working table	1	0	1
		PC2. Ensure that the tools (hand gloves, scissor, knife, poker, sticker, scale & machine) are clean and ready to use	2	0	2
		PC3. Check the functioning of machine let off / windup	16	8	8
		PC4. Set parameters for the machine as per the organizational SOP.	16	10	6
		PC5. Place the tools on a safe location and quick approachable	2	0	2
		PC6. Check the sharpness of the knife / scissor for the building purpose for smooth operation	7	3	4
	Raw material appropriateness	PC7. Ensure that Fabric Ply, Rubber liner are approved by the laboratory.	3	3	0
		PC8. Move the required component like Ply. Rubber liner are move near to assembly bed and kept above ground on some skid / platform	4	0	4
		PC9. Ply roll and Rubber liner roll with proper Identification should be handled properly	11	8	3
		PC10. Check the making of belt as per schedule given by the planning department	5	5	0
		PC11. All required component should be as per plan and Technical SOP	8	6	2
	Health & Safety	PC12. Ensure the use of Tools is OK and having all min safety tested aspect and machine and check their functioning.	16	10	6
		PC13. Adhere to all safety norms (such as wearing protective gloves and shoes).	6	4	2
		PC14. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	3	3	0
			<b>100</b>	<b>60</b>	<b>40</b>
<b>RSC / N 1205 Perform building operation</b>	Raw material appropriate	PC1. Ensure, through visual inspections of used ID tags that Rubber ply & rubber liner is of the desired quality including width and angle	14	5	9

<b>n of belt using tools and machine</b>	Operation	ness			
		PC2. Cut ply & inner liner made with rubber pieces as per the required specification	15	6	9
		PC3. Use scissor or knife to cut the ply and inner liners as per Company provided SOP	6	2	4
		PC4. Load cut ply and inner on the let off the machine appropriately in the machine to assemble it as per the required specification	11	3	8
		PC5. Pull out inner liner from Poly / cotton liner and spread over working table	6	2	4
		PC6. Pull out Ply of desired width and angle put on top of inner liner	6	2	4
		PC7. If SOP call put another layer of ply in opposite direction followed by top layer of liner rubber	8	3	5
		PC8. Stitch properly and remove trapped air	8	3	5
		PC9. Monitor the machine properly during the building up operation.	7	3	4
	Health & Safety	PC10. Handle the material using hand gloves and other safety equipment.	8	5	3
		PC11. Adhere to all safety norms (such as wearing protective gloves and shoes, safety mask etc)	9	4	5
		PC12. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	2	2	0
			<b>100</b>	<b>40</b>	<b>60</b>
<b>RSC / N 1206 Perform Post-Building and Assembling Activities</b>	Operation	PC1. Clean tools and keep the tools at designated place after the completion of building operation.	2	0	2
		PC2. Organize to keep the ply and liner rubber rolls appropriately.	6	4	2
		PC3. Proper marking of Ply rolls and liner rolls with, specified size and quantity, date, shift and the operator's name.	18	12	6
		PC4. Remove remaining portions of the ply and liner rubber from the cutting area.	5	2	3
		PC5. Send the remaining material to designated storage areas.	5	5	0
		PC6. Maintain proper record of use component detail and prepared belt	14	8	6
	Material disposal	PC7. Dispose of waste material safely, as per organizational SOP.	5	0	5
	Batch Marking	PC8. Ensure identification and traceability by 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).	12	6	6
	Sampling	PC9. Send samples of specified batches in specified form to an accredited lab for testing	9	9	0

		and quality verification			
	Health & Safety	PC10. Handle the material using hand gloves and other safety equipment.	12	6	6
		PC11. Adhere to all safety norms (such as wearing protective gloves, shoes, safety goggles etc).	9	5	4
		PC12. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	3	3	0
			100	60	40
<b>RSC/N5 001 To Carry Out Housek eeping</b>	Pre house keepi ng activit ies	PC1. Inspect the area while taking into account various surfaces	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
	Opera tions	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
	Post house keepi ng activit ies	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	3	3	0

		cleaning process			
		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
	General	PC23. Maintain schedules and records for housekeeping duty	3	3	0
		PC24. Replenish any necessary supplies or consumables	3	3	0
			100	70	30
<b>RSC/N5 002 To Carry Out Reporting And Documentation</b>	Reporting	PC1. Report data/problems/incidents as applicable in a timely manner	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
	Recording and Documentation	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
	Information Security	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
			100	60	40
<b>RSC/N5 003 To Carry Out Quality Checks</b>	Inspection	PC1. Ensure that total range of checks are regularly and consistently performed	24	10	14
		PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required	24	10	14
	Analysis	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
	Reporting	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>100</b>	<b>60</b>
<b>RSC/N5 004 To Carry Out Problem Identification And Escalation</b>	Problem Identification	PC1. Identify defects/indicators of problems	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
	Necessary Action	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
	Problem Escalation	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
			100	70	30

## **SECTION 2**

### **EVIDENCE OF NEED**

**What evidence is there that the qualification is needed?**

Qualification pack has been developed by suggestion and approval of RSDC NOS Subcommittee, which consist of senior leaders and experts from rubber Industry and has been further substantiated by skill gap study conducted by RSDC

**What is the estimated uptake of this qualification and what is the basis of this estimate?**

We had conducted skill gap study in different states of the country to understand the demand and supply for estimated uptake. Assuming the study finding base for entire rubber industry across the nation, employment opportunity is expected to grow approximately at the rate of 30% in the coming 5 year.

Reports of Skill gap study conducted uploaded on the below link:

<http://rsdcindia.in/knowledge-base.html>

**What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?**

Mapping has been done with National Classification of Occupation 2004 to ensure the qualification does not duplicate.

**What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?**

Qualification Packs shall be revised annually.

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

## **SECTION 3**

### **SUMMARY EVIDENCE OF LEVEL**

Level of qualification: 4

Summary of Direct Evidence (from learning outcomes):

The Building operator - Conveyor Belt is accustomed in periodic work, have knowledge to demonstrate skills, using tools & quality concepts and he is able to disseminate with clear responsibility of work, with minimum supervision.

Skill requires fulfil roles and responsibilities along with activities matched with NSQF level 4.

Summary of other evidence (if used):

<b>Building Operator : Rubber roller - RSC/ Q 1204</b>					
<b>Process Required</b>	<b>Professional Knowledge</b>	<b>Professional Skill</b>	<b>Core Skill</b>	<b>Responsibility</b>	<b>Level</b>
<p>Building operator – Rubber roller ensures housekeeping &amp; safety in work area and prepare tools and machine for building of belts.</p> <p>Building operator needs to Cut ply &amp; inner liner made with rubber pieces and load cut ply and inner on the machine appropriately in the machine to assemble it as per the SOP.</p> <p>He/She ensures to pull out ply of desired width and angle put on top of inner liner and Stitch it properly and remove trapped air. He/she needs to ensure final product is free from blister, cut and</p>	<p>Building operator – Rubber roller is expected to have <b>knowledge and importance of material, needs to be well aware of</b> the selection of a cutting tool and operations of ply loading machine.</p> <p>He/She is expected to have <b>knowledge of</b> building / assembly operation using various tools and machine and functioning of scissor / knives and their sharpness</p> <p>He/She needs to have knowledge of storage of Ply and Inner liner rubber rolls and methods for removing remaining portions from the assembling area.</p> <p>He/She needs to have knowledge of coding, batching, marking and types of defects leading to rejections and their, reasons and possible solutions.</p>	<p>Building operator – Converyor Belt needs to handle a building / assembly tools and machine operation and the Rubbished ply and inner liners</p> <p>He/She needs to handle the various assembled parts and material handling equipment like forklifts, trolleys</p> <p>He/She needs to have the capacity to apply technology, combining the physical and sensory skills needed to operate equipment with the understanding of scientific and technological principles needed to explore and adapt systems</p> <p>Thus he is <b>practically engaged</b> in the</p>	<p>Building operator – Converyor Belt is expected to have basic communication skills to fill appropriate forms, process charts and activity logs, etc and also understand <b>application of basic arthematic principles.</b></p> <p>Building operator – Converyor Belt is expected to conduct themselves in ways, which show a basic understanding of the <b>social and professional environment of working on shopfloor.</b></p>	<p>The Converyor Belt building operator is responsible for building and assembling different component of belt in raw stage per given specification using appropriate machines &amp; tools.</p> <p>So the Building operator – Rubber roller is completely responsible for the work on the conveyor belt and his <b>own learning.</b></p> <p>He is continuously engaged in the <b>self-learning process</b> and he has the <b>responsibility for own</b> work.</p> <p>Building operator – Converyor Belt is majorly responsible for his own job and self learning process which</p>	4

contaminants  The activities listed above are the <b><i>familiar and routine activities</i></b> in nature and he handles all this independently (with minimal or no supervision).		production activity.		justifies the pegging of the QP at level 4 and not directly involved in some learning of others (which is a requirement for Level 5). In his routine activity he is free from supervision (which is a requirement of level 3).	
Level 4	Level 4	Level 4	Level 4	Level 4	

## **SECTION 4**

### **EVIDENCE OF RECOGNITION OR PROGRESSION**

**What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?**

Occupation Map has been created and attached.

Please attach any documents giving further information about any of the topics above.