Introduction

Qualifications Pack - Machining Assistant

SECTOR: AUTOMOTIVE

SUB-SECTOR: MANUFACTURING

OCCUPATION: MACHINING

JOB ROLE: MACHINING ASSISTANT

REFERENCE ID: ASC/Q3502

Machining Helper: An assistant to the operator and the entire team, the helper supports peripheral activities/ non core activities in the manufacturing process.

Brief Job Description: Machining Assistant is also called Helper. Individual in this role is responsible for routine jobs like cleaning, washing, fetching and holding tool for the operators, loading and unloading of work pieces on the machine setup, moving spare parts, raw material and finished components from and to the stores etc.

Personal Attributes: Basic understanding of the machining and housekeeping process, Basic reading, writing and communication skills, safety orientation, ability to do physical tasks like lifting, holding etc. Ability to lift objects required during the operations – either manually or using lifts, chains without displaying fatigue, hands and feet dexterity, good vision.
## Qualifications Pack Code

<table>
<thead>
<tr>
<th>Qualifications Pack Code</th>
<th>ASC/Q 3502</th>
</tr>
</thead>
</table>

## Job Role

<table>
<thead>
<tr>
<th>Job Role</th>
<th>Machining Assistant</th>
</tr>
</thead>
</table>

## Credits(NVEQF/NVQF/NSQF)

<table>
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<th>Version number</th>
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## Industry

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<th>Industry</th>
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<th>Drafted on</th>
<th>01/7/2013</th>
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## Sub-sector

<table>
<thead>
<tr>
<th>Sub-sector</th>
<th>Manufacturing</th>
<th>Last reviewed on</th>
<th>26/7/2013</th>
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## Occupation

<table>
<thead>
<tr>
<th>Occupation</th>
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<th>Next review date</th>
<th>30/7/2015</th>
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</table>

## Job Role

<table>
<thead>
<tr>
<th>Job Role</th>
<th>Machining Helper level 2</th>
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</thead>
</table>

## Role Description

The Machining Assistant role is responsible for routine jobs like cleaning, washing, fetching and holding tool for the operators, loading and unloading of work pieces on the machine setup, bringing raw material and spare parts from the stores etc.

## NVEQF/NVQF level

<table>
<thead>
<tr>
<th>NVEQF/NVQF level</th>
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</table>

## Minimum Educational Qualifications

<table>
<thead>
<tr>
<th>Minimum Educational Qualifications</th>
<th>Class 8 pass</th>
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## Maximum Educational Qualifications

<table>
<thead>
<tr>
<th>Maximum Educational Qualifications</th>
<th>ITI</th>
</tr>
</thead>
</table>

## Training

(Suggested but not mandatory)

<table>
<thead>
<tr>
<th>Training</th>
<th>Basic awareness of machine tools, measuring instruments and housekeeping skills</th>
</tr>
</thead>
</table>

## Experience

<table>
<thead>
<tr>
<th>Experience</th>
<th>0-2 years of experience</th>
</tr>
</thead>
</table>

## Occupational Standards (OS)

<table>
<thead>
<tr>
<th>Occupational Standards (OS)</th>
<th>ASC/N 3504: Support the operator in routine machining activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ASC/N 3505: Support the machining team in post machining process</td>
</tr>
<tr>
<td></td>
<td>ASC/N0006: Maintain a safe and healthy working environment</td>
</tr>
</tbody>
</table>

## Performance Criteria

<table>
<thead>
<tr>
<th>Performance Criteria</th>
<th>As described in the relevant NOS units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keywords /Terms</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Core Skills/Generic Skills</td>
<td>Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the NOS, these include communication related skills that are applicable to most job roles.</td>
</tr>
<tr>
<td>Function</td>
<td>Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of NOS.</td>
</tr>
<tr>
<td>Job role</td>
<td>Job role defines a unique set of functions that together form a unique employment opportunity in an organization.</td>
</tr>
<tr>
<td>Knowledge and Understanding</td>
<td>Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.</td>
</tr>
<tr>
<td>National Occupational Standards (NOS)</td>
<td>NOS are Occupational Standards which apply uniquely in the Indian context.</td>
</tr>
<tr>
<td>Occupation</td>
<td>Occupation is a set of job roles, which perform similar/related set of functions in an industry.</td>
</tr>
<tr>
<td>Organisational Context</td>
<td>Organisational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.</td>
</tr>
<tr>
<td>Performance Criteria</td>
<td>Performance Criteria are statements that together specify the standard of performance required when carrying out a task.</td>
</tr>
<tr>
<td>Qualifications Pack (QP)</td>
<td>Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.</td>
</tr>
<tr>
<td>Qualifications Pack Code</td>
<td>Qualifications Pack Code is a unique reference code that identifies a qualifications pack.</td>
</tr>
<tr>
<td>Scope</td>
<td>Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.</td>
</tr>
<tr>
<td>Sector</td>
<td>Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.</td>
</tr>
<tr>
<td>Sub-Sector</td>
<td>Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sub-functions</td>
<td>Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.</td>
</tr>
<tr>
<td>Technical Knowledge</td>
<td>Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</td>
</tr>
<tr>
<td>Unit Code</td>
<td>Unit Code is a unique identifier for a NOS unit, which can be denoted with an ‘N’.</td>
</tr>
<tr>
<td>Unit Title</td>
<td>Unit Title gives a clear overall statement about what the incumbent should be able to do.</td>
</tr>
<tr>
<td>Vertical</td>
<td>Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Keywords /Terms</th>
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<tr>
<td>NOS</td>
<td>National Occupational Standard(s)</td>
</tr>
<tr>
<td>NVEQF</td>
<td>National Vocational Education Qualifications Framework</td>
</tr>
<tr>
<td>NVQF</td>
<td>National Vocational Qualifications Framework</td>
</tr>
<tr>
<td>OEM</td>
<td>Original Equipment Manufacturer</td>
</tr>
<tr>
<td>OS</td>
<td>Occupational Standard(s)</td>
</tr>
<tr>
<td>QP</td>
<td>Qualifications Pack</td>
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</table>
Overview

This unit is about supporting the operator and the team in day to day routine tasks as part of the machining process like fetching and holding tools, loading work pieces, maintenance of machine parts.
### ASC/ N 3504: Support the machinist in the routine machining activities

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<th>Unit Code</th>
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<td><strong>Unit Title</strong></td>
<td><strong>Task</strong></td>
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<td><strong>Support the machinist in the routine machining activities</strong></td>
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</tr>
<tr>
<td><strong>Description</strong></td>
<td>This unit is about supporting the operator and the team in day to day routine tasks as part of the machining process like fetching and holding tools, loading work pieces, maintenance of machine parts</td>
</tr>
<tr>
<td><strong>Scope</strong></td>
<td>This unit/task covers the following:</td>
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<tr>
<td>Types of machining:</td>
<td></td>
</tr>
<tr>
<td>- Manual and Automatic processes</td>
<td></td>
</tr>
<tr>
<td>Types of products</td>
<td></td>
</tr>
<tr>
<td>- Auto Components</td>
<td></td>
</tr>
<tr>
<td>- Car Assembly – Body Assembly</td>
<td></td>
</tr>
<tr>
<td>Internal Interfaces:</td>
<td></td>
</tr>
<tr>
<td>- Assembly line</td>
<td></td>
</tr>
<tr>
<td>- Paint shop</td>
<td></td>
</tr>
<tr>
<td>- Materials Management</td>
<td></td>
</tr>
<tr>
<td>- Maintenance</td>
<td></td>
</tr>
<tr>
<td><strong>Performance Criteria (PC) w.r.t. the Scope</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Element</strong></td>
<td><strong>Performance Criteria</strong></td>
</tr>
<tr>
<td>Fetching and holding tools for the operator</td>
<td>PC1. Bring right toolkits for the operator and check whether all required tools are available in the tool kit</td>
</tr>
<tr>
<td></td>
<td>PC2. Hold the tools during operations in the correct manner as specified by the operator and the standard operating procedures so that the operator can easily complete the assigned job</td>
</tr>
<tr>
<td>Loading work pieces on the machines using fasteners and hand tools</td>
<td>PC3. Support the assistant operator in arranging the work pieces in the specified manner as given in the setting document</td>
</tr>
<tr>
<td></td>
<td>PC4. Ensure that there is no damage done to the work pieces while loading them on the machining apparatus using pulleys, chains and other hoisting mechanisms</td>
</tr>
<tr>
<td>Replace worn tools and sharpen dull cutting tools and dies</td>
<td>PC5. Use bench grinders and cutting grinder machines to sharpen/ maintain the replaced tools and dies</td>
</tr>
<tr>
<td></td>
<td>PC6. Use recommended procedure for preservation of tools/dies when being put in stores/racks.</td>
</tr>
<tr>
<td>Support the assistant operator/ machinist in machine operations</td>
<td>PC7. Use templates , measuring instruments and hand tools for the process of installation and adjustment of drills, cutters, dies and guides</td>
</tr>
<tr>
<td></td>
<td>PC8. Adjust tool positions and machine control mechanisms through the cranking (turning) process to ensure clearances and tolerances as specified in the operating manual</td>
</tr>
<tr>
<td></td>
<td>PC9. Extract the jammed pieces using fingers, wire hooks and lift bars; use PPE</td>
</tr>
<tr>
<td>Maintenance and cleaning of machine and workplace</td>
<td>PC10. Store equipment auxiliaries and spare parts in proper designated areas</td>
</tr>
<tr>
<td></td>
<td>PC11. Regularly clean the equipments and process auxiliaries (cutting tools, dies) to remove any dust, moisture, waste material which would have got collected on the equipment and remove the metal chips and extra coolant</td>
</tr>
<tr>
<td></td>
<td>PC12. Regularly clean the working area in the weld shop and create a healthy, clean and safe working environment</td>
</tr>
</tbody>
</table>
### Knowledge and Understanding (K) w.r.t. the scope

<table>
<thead>
<tr>
<th>Element</th>
<th>Knowledge and Understanding</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Organizational Context</strong> (Knowledge of the company / organization and its processes)</td>
<td>The user/individual on the job needs to know and understand: KA1. relevant standards and procedures followed in the company KA2. different types of products manufactured by the company</td>
</tr>
<tr>
<td><strong>B. Technical Knowledge</strong></td>
<td>The user/individual on the job needs to know and understand: KB1. different types of machining processes KB2. different types of tools used in the machining process KB3. basic principles of S5 in manufacturing – Cleaning, sorting KB4. the application of coolants and lubricants KB5. basic Arithmetic and calculation methods</td>
</tr>
</tbody>
</table>

### Skills (S) w.r.t. the scope

<table>
<thead>
<tr>
<th>Element</th>
<th>Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Core Skills/ Generic Skills</strong></td>
<td>Writing Skills</td>
</tr>
<tr>
<td></td>
<td>The user/individual on the job needs to know and understand how to:</td>
</tr>
<tr>
<td></td>
<td>SA1. write basic level notes and observations</td>
</tr>
<tr>
<td></td>
<td>SA2. draw basic level drawings and charts</td>
</tr>
<tr>
<td></td>
<td>Reading Skills</td>
</tr>
<tr>
<td></td>
<td>SA3. read documents and notes</td>
</tr>
<tr>
<td></td>
<td>SA4. interpret/ Comprehend the information given in the documents and notes</td>
</tr>
<tr>
<td></td>
<td>SA5. read and interpret symbols given on equipments and work area</td>
</tr>
<tr>
<td></td>
<td>Oral Communication (Listening and Speaking skills)</td>
</tr>
<tr>
<td></td>
<td>SA6. discuss task lists and job requirements with co-workers</td>
</tr>
<tr>
<td></td>
<td>SA7. effectively communicate information to team members</td>
</tr>
<tr>
<td></td>
<td>SA8. question operator/ supervisor in order to understand the nature of the problem</td>
</tr>
<tr>
<td></td>
<td>SA9. attentively listen with full attention and comprehend the information given by the speaker</td>
</tr>
<tr>
<td><strong>B. Professional Skills</strong></td>
<td>Plan and Organize</td>
</tr>
<tr>
<td></td>
<td>The user/individual on the job needs to know and understand how to:</td>
</tr>
<tr>
<td></td>
<td>SB1. plan and organize the activities/ work allocated by supervisor and operator</td>
</tr>
<tr>
<td></td>
<td>SB2. organize all equipment and kits so that sorting is easy on a day to day basis</td>
</tr>
</tbody>
</table>
**ASC/ N 3504: Support the machinist in the routine machining activities**

<table>
<thead>
<tr>
<th>Judgmental Thinking</th>
</tr>
</thead>
<tbody>
<tr>
<td>The user/individual on the job needs to know and understand how to:</td>
</tr>
<tr>
<td>SB3. use common sense and make judgments during day to day basis</td>
</tr>
<tr>
<td>SB4. use reasoning skills to identify and resolve basic problems like sorting out mixed up storage bins</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Desire to learn and take initiatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB5. follow instructions and work on areas of improvement identified</td>
</tr>
<tr>
<td>SB6. complete the assigned tasks with minimum supervision</td>
</tr>
<tr>
<td>SB7. complete the job defined by the supervisor within the timelines and quality norms</td>
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</table>

<table>
<thead>
<tr>
<th>Problem solving</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB8. refer problems outside area of responsibility to appropriate person</td>
</tr>
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</table>
ASC/ N 3504: Support the machinist in the routine machining activities

### NOS Version Control

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<thead>
<tr>
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<tr>
<td>Industry Sub-sector</td>
<td>Manufacturing</td>
</tr>
<tr>
<td>Occupation</td>
<td>Machining</td>
</tr>
<tr>
<td>Version number</td>
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<tr>
<td>Drafted on</td>
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<tr>
<td>Next review date</td>
<td>30/7/2015</td>
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</tbody>
</table>
Overview

This unit is about supporting the operator and the manufacturing team in post production process - Unload work pieces using various tools, help the assistant operator in basic quality checks of machined parts and count the good quality and bad qualities and help the assistant operator in maintaining records
### ASC/N 3505: Support the machining team in post machining process

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>ASC/N3505</th>
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<tbody>
<tr>
<td><strong>Unit Title (Task)</strong></td>
<td><strong>Support the operator in post machining process</strong></td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>This unit is about supporting the operator and the manufacturing team in post production process - Unload work pieces using various tools, help the assistant operator in basic quality checks of machined parts and count the good quality and bad qualities and help the assistant operator in maintaining records.</td>
</tr>
</tbody>
</table>
| **Scope** | This unit/task covers the following:  
  - **Types of machining:** Automatic  
  - **Types of products:**  
    - Auto Components  
    - Car Assembly – Body Assembly  
  - **Internal Interfaces:**  
    - Assembly line  
    - Paint shop  
    - Materials Management  
    - Maintenance |
| **Performance Criteria (PC) w.r.t. the Scope** | **Element** | **Performance Criteria** |
| **Unloading work pieces on the machines** | PC1. Support the assistant operator in removing the output products from the machining apparatus in the specified manner as given in the setting document  
PC2. Use lifting tools like lifts, pulleys, chains, hoists and ensure that there is no damage done to the machined pieces while unloading them |
| **Do Deburring** | PC3. With the help of the correct tool remove the extra burrs and chips from the metal surface |
| **Check quality of the machined pieces (Gauging)** | PC4. Support the assistant operator in measuring the specifications of the finished product using devices like micrometers, vernier calipers, gauges, rulers, and any other inspection equipment  
PC5. Bring right inspection tools for the operator and check whether all required tools are available near the inspection platform  
PC6. Support the operator/ asst. operator in noting down the observations of the basic inspection process and identify pieces which are ok and also not meeting the specified standards  
PC7. Separate the defective pieces into two categories – pieces which can be repaired/ modified and pieces which are beyond repair and maintain records of each category |
| **Knowledge and Understanding (K)** | **B. Organizational Context (Knowledge)** | The user/individual on the job needs to know and understand:  
KA1. relevant standards and procedures followed in the company |
ASC/N 3505: Support the machining team in post machining process

<table>
<thead>
<tr>
<th>Element</th>
<th>Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Professional Skills</td>
<td>Plan and Organize</td>
</tr>
<tr>
<td></td>
<td>The user/individual on the job needs to understand how to:</td>
</tr>
<tr>
<td>SB1.</td>
<td>organize the activities/ work allocated by supervisor and operator</td>
</tr>
<tr>
<td>SB2.</td>
<td>organize all equipment and kits so that sorting is easy on daily basis</td>
</tr>
<tr>
<td></td>
<td>Judgmental Thinking</td>
</tr>
<tr>
<td></td>
<td>The user/individual on the job needs to know and understand how to:</td>
</tr>
<tr>
<td>SB3.</td>
<td>use common sense and make judgments during day to day basis</td>
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<td>KB1. different types of machining processes</td>
</tr>
<tr>
<td></td>
<td>KB2. different types of tools used in the measurement and inspection process</td>
</tr>
<tr>
<td></td>
<td>KB3. different tools used for lifting objects</td>
</tr>
<tr>
<td></td>
<td>KB4. basic principles of 5S in manufacturing – Cleaning, sorting</td>
</tr>
<tr>
<td></td>
<td>KB5. basic Arithmetic and calculation methods</td>
</tr>
<tr>
<td></td>
<td>Skills (S) w.r.t. the scope</td>
</tr>
<tr>
<td>C. Core Skills/ Generic Skills</td>
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<td>SA9. attentively listen with full attention and comprehend the information given by the speaker</td>
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<td></td>
<td>of the company / organization and its processes</td>
</tr>
<tr>
<td></td>
<td>KA3. basic norms for Quality in Production process</td>
</tr>
</tbody>
</table>
ASC/N 3505: Support the machining team in post machining process

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<tr>
<th><strong>Desire to learn and take initiatives</strong></th>
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<thead>
<tr>
<th><strong>Quality Consciousness</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>SB8. ability to identify defective parts in the manufacturing line by comparing manufactured pieces with the work standard</td>
</tr>
</tbody>
</table>

**NOS Version Control**

<table>
<thead>
<tr>
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Overview

This unit is about establishing a Safe, Healthy and Environment friendly workplace
### Unit Code
ASC/N 0006

### Unit Title (Task)
Creating a Safe, Healthy and Environment friendly workplace in the plant area

### Description
This OS unit is about creating a Safe and Healthy work place, adhering to the safety guidelines in the working area, following practices which are not impacting the environment in a negative manner.

### Scope
This unit/task covers the following:
- Types of processes:
  - Welding
  - Casting
  - Forging
  - Machining
- Types of products:
  - Auto Components
  - Car Assembly – Body Assembly

### Performance Criteria (PC) w.r.t. the Scope

<table>
<thead>
<tr>
<th>Element</th>
<th>Performance Criteria</th>
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| Identify and report the risks identified | PC1. Identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals, loud noise  
PC2. Inform the concerned authorities about the potential risks identified in the processes, workplace area/ layout, materials used etc  
PC3. Inform the concerned authorities about machine breakdowns, damages which can potentially harm man/ machine during operations  
PC4. Create awareness amongst other by sharing information on the identified risks |
| Create and sustain a Safe, clean and environment friendly work place | PC5. Follow the instructions given on the equipment manual describing the operating process of the equipments  
PC6. Follow the safety, health and environment related practices developed by the organization  
PC7. Operate the machine using the recommended personal protective equipment (ppe)  
PC8. Maintain a clean and safe working environment near the work place and ensure there is no spillage of chemicals, production waste, oil, solvents etc  
PC9. Maintain high standards of personal hygiene at the work place  
PC10. Ensure that the waste disposal happens in the designated area  
PC11. Information regarding contagious nature of illness should be appropriately shared with Medical Officer /HR. |
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<tr>
<th>Knowledge and Understanding (K) w.r.t. the scope</th>
<th>Knowledge and Understanding</th>
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| C. Organizational Context (Knowledge of the company / organization and its processes) | The user/individual on the job needs to know and understand:  
KA1. relevant standards, procedures and policies related to Health, Safety and Environment followed in the company |

| A. Technical Knowledge | The user/individual on the job needs to know and understand:  
KB1. basic knowledge of Safety procedures (fire fighting, first aid) within the organization  
KB2. basic knowledge of various types of PPEs and their usage  
KB3. basic knowledge of risks associated with each occupation in the organization  
KB4. knowledge of personal hygiene and how an individual can contribute towards creating a highly safe and clean working environment |

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<tr>
<th>Skills (S) w.r.t. the scope</th>
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| Element | A. Core Skills/ Generic Skills | Writing Skills  
The user/individual on the job needs to know and understand how to:  
SA1. write basic level notes and observations |

| | Reading Skills  
The user/individual on the job needs to know and understand how to:  
SA2. read safety instructions put up across the plant premises  
SA3. read safety precautions mentioned in equipment manuals and panels to understand the potential risks associated with the equipment |

| | Oral Communication (Listening and Speaking skills)  
The user/individual on the job needs to know and understand how to:  
SA4. effectively communicate information to team members and inform employees in the plant and concerned functions about potential Safety, Health and Environment related risks observed  
SA5. question operator/supervisor in order to understand the safety related issues  
SA6. attentively listen with full attention and comprehend the information given by the speaker during safety drills and training programs |

| | B. Professional Skills | Judgmental Thinking  
The user/individual on the job needs to know and understand how to:  
SB1. use common sense and make judgments during day to day basis  
SB2. use reasoning skills to identify and resolve basic problems |
ASC/N0006: Maintain a healthy, safe and secure working environment

### NOS Version Control

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