

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR AUTOMOTIVE INDUSTRY

### What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding



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### Introduction

## Qualifications Pack- Packer/ Packing Assistant/ Packing Executive

**SECTOR:** AUTOMOTIVE

**SUB-SECTOR:** SUPPLY CHAIN MANAGEMENT

**OCCUPATION:** LOGISTICS

**JOB ROLE:** PACKER

**REFERENCE ID:** ASC/Q 6102

**ALIGNED TO :** NCO -2004/ 9322.10

**Brief Job Description:** Also known as *Packing Assistant* or *Packing executive*. Individuals at this job need to safely pack and unpack different parts and assemblies according to production and shipping schedules.

**Personal Attributes:** This job requires the individual to coordinate with assembly line shop floor for timely availability of parts. The individual should also be able to demonstrate skills for information ordering, analytical reasoning and clarity of thought, oral expression and comprehension.

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**Job Details**

<b>Qualifications Pack Code</b>	ASC/Q6102		
<b>Job Role</b>	<b>Packer / Packing- Unpacking Operator</b>		
<b>Credits(NSQF) [OPTIONAL]</b>	TBD	<b>Version number</b>	1.1
<b>Sector</b>	Automotive	<b>Drafted on</b>	23/06/13
<b>Sub-sector</b>	Supply Chain Management	<b>Last reviewed on</b>	13/07/13
<b>Occupation</b>	Logistics	<b>Next review date</b>	01/08/15

<b>Job Role</b>	<b>Packer /Packing Unpacking Operator</b>
<b>Role Description</b>	Safely packing and unpacking of different parts and assemblies according to production and shipping schedules
<b>NSQF level</b>	2
<b>Minimum Educational Qualifications*</b>	8 <sup>th</sup> pass
<b>Maximum Educational Qualifications*</b>	Not Applicable
<b>Training</b> (Suggested but not mandatory)	<ul style="list-style-type: none"> <li>• Different safety aspects on the shop floor</li> <li>• Handling of products w/o inflicting damage</li> <li>• HSE requirements related to organization's products</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 0 -1 years in Materials department</li> </ul>
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <p><b>ASC/N6102.</b> <a href="#">Pack and unpack materials safely to meet production &amp; shipment schedules</a></p> <p><b>ASC/N0006.</b> <a href="#">Maintain a safe , clean and secure working environment</a></p> <p><b>ASC/N0021</b> <a href="#">Maintain 5S activities in the work premises</a></p> <p><b>Optional:</b></p> <p>N.A.</p>
<b>Performance Criteria</b>	As described in the relevant OS units

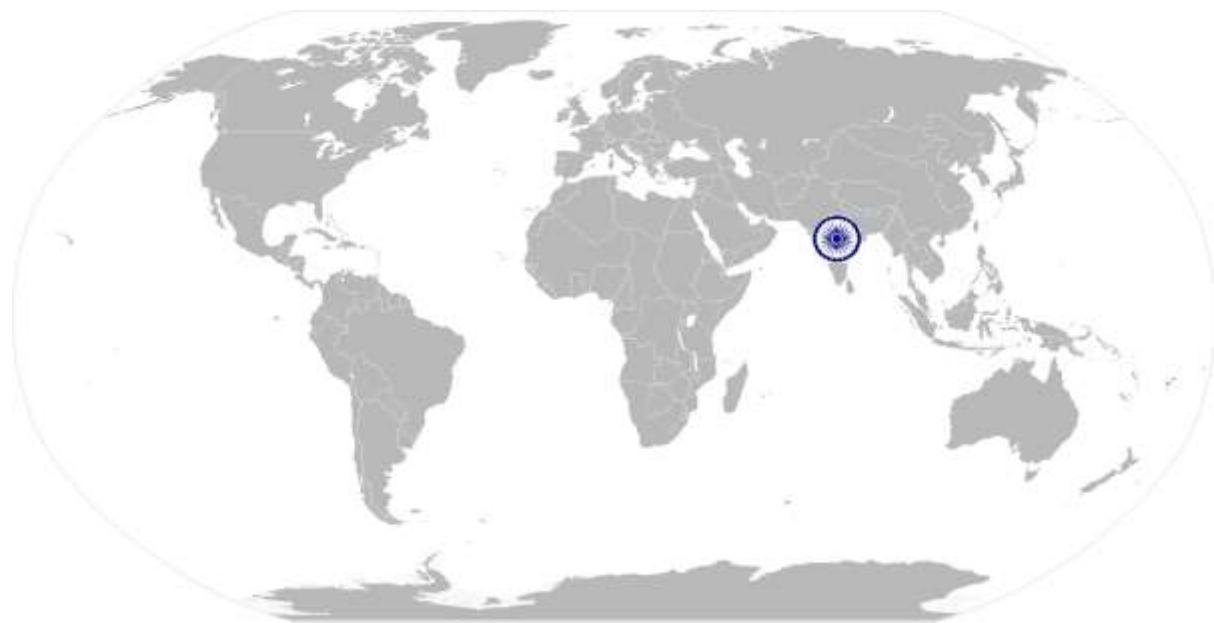
<b>Keywords /Terms</b>	<b>Description</b>
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an 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 OS.
Sub-function	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a 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 quality of performance required.
Knowledge and Understanding	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.
Organizational Context	Organizational 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.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NVQF	National Vocational Qualifications Framework
NSQF	National Skills Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
QP	Qualifications Pack

ASC/N6102      Safely pack and unpack the materials to meet production and shipment schedule

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# National Occupational Standards



## Overview

This unit is about how to safely pack and unpack the materials to meet production and shipment schedule.

**ASC/N6102. Safely pack and unpack the materials to meet production and shipment schedule**

<b>Unit Code</b>	<b>ASC/N6102</b>
<b>Unit Title (Task)</b>	<b>Safely pack and unpack the materials to meet production and shipment schedule</b>
<b>Description</b>	This OS unit is about packing executive receiving the material for packing and unpacking as per production and shipment requirements
<b>Scope</b>	The unit/ task covers the following for packers working in Stores of a manufacturing unit, Warehouse/ godown for a Logistics Unit: <ul style="list-style-type: none"> <li>• receiving the material</li> <li>• packing and unpacking of materials</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Receipt of material</b>	To be competent , the user/individual on the job must be able to: PC1. co-ordinate with the central planning department for timely receipt for materials. PC2. dispose of the scrap in packing / recycling as per SOP
<b>Packing and unpacking of materials</b>	To be competent , the user/individual on the job must be able to: PC3. safely pack and unpack material to meet shipment & production requirement as per WI, BOM & or other applicable documentation . PC4. coordinate with stores for gauging the physical availability ( time)of materials based on the existing inventory / Production schedules. PC5. count and tally quantities on the document/ physical availability. PC6. hand over to the next process : Stores/Inspection/shipping without errors on quantities and documentation. PC7. report on damage if any and quantity affected. PC8. report errors in used trolleys/ boxes while checking of stickers, part number, orientation of part and their physical quantity for accuracy (if any) PC9. take care of special requirements of after- market , spare parts, kits, exports packing. PC10. ensure availability of the commercial documents as per the checklist for each type of consignment. As required this will be packed with the goods as packing list.
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context (Knowledge of the company / organization and its processes)</b>	The user/individual on the job needs to know and understand: KA1. the manufacturing processes of organization KA2. layout for identification of material storage locations in each plant KA3. packing materials used in organization ( boxes, trolleys, domestic / export level packing) KA4. escalation procedure and hierarchy for problems

## ASC/N6102. Safely pack and unpack the materials to meet production and shipment schedule

B. Technical Knowledge	The individual on the job needs to have knowledge of: KB1. methodology for packing goods as per size , BOM KB2. precautions to be taken for orientation of parts KB3. moisture/ oil/ dust / foreign material not to be present on /around the parts. KB4. hazardous nature of materials involved
<b>Skills (S) [Optional]</b>	
A. Core Skills/ Generic Skills	<b>Basic reading and writing skills</b>  The user/ individual on the job needs to know and understand how to: SB1. read and understand the SOP/WI for packing , unpacking, scrapping etc. SB2. read the details mentioned on the sticker SB3. interpret the material requirement plan/ work order SB4. read the packaging instructions and safety warnings printed on labels of packaged materials SB5. co-relate the commercial documentation and the goods being received /packed SB6. forward/store the commercial/ safety documents pertaining to the goods <b>Communication skills</b>  The user/individual on the job needs to know and understand how to communicate with: SB7. shop floor in case of specific packing requirements for the material SB8. shipment in charge and the other in-house departments for knowing the schedule and thus plan the packing activity accordingly SB9. stores executives for getting the inventory data
B. Professional Skills	<b>Plan and Organize</b>  The user/individual on the job needs to know and understand how to: SB1. plan the packing of goods in such a way that the goods are safely received at customer end in time SB2. target zero defect through tracking own performance and carrying out improvements in working methods

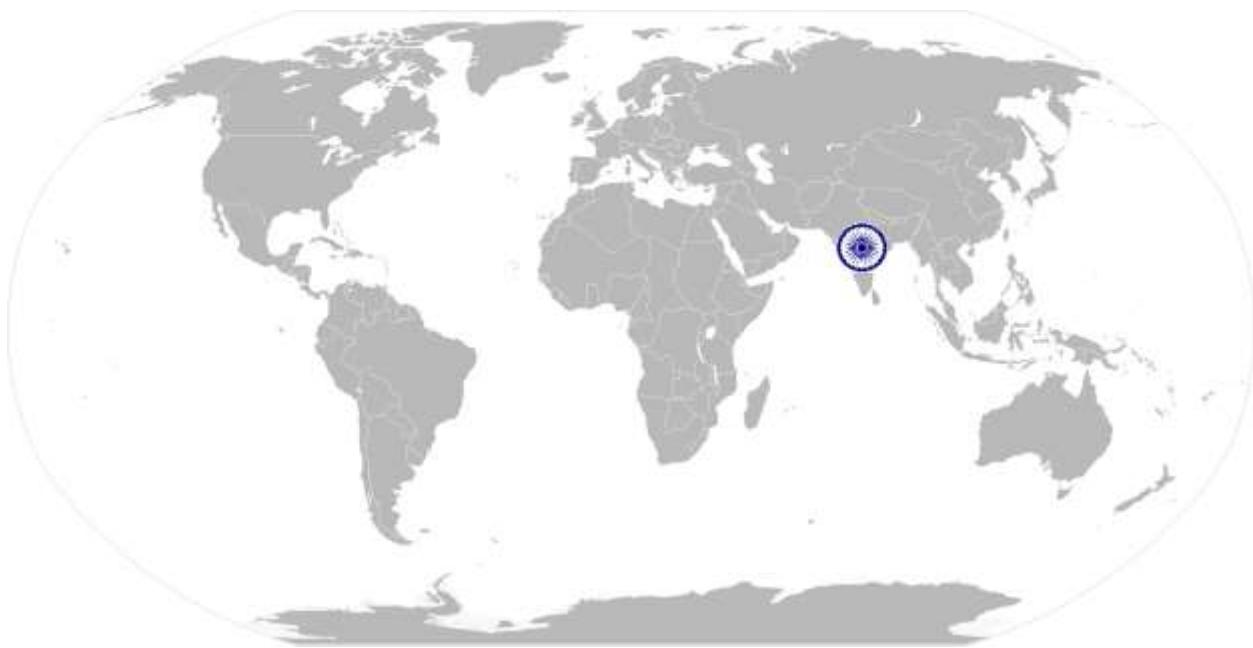
**ASC/N6102.** Safely pack and unpack the materials to meet production and shipment schedule

NOS	ASC/N6102		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	23/05/13
Industry Sub-sector	Supply Chain Management	Last reviewed on	15/06/13
Occupation	Logistics	Next review date	30/07/15

## NOS Version Control

ASC/N0006. Maintain a safe, clean and secure working environment

# National Occupational Standards



## Overview

This unit is about establishing a Safe, Healthy and Environment friendly workplace

**ASC/N0006. Maintain a safe, clean and secure working environment**

<b>Unit Code</b>	<b>ASC/N0006</b>
<b>Unit Title (Task)</b>	<b>Maintain a healthy , safe and secure working environment</b>
<b>Description</b>	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
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Types of manufacturing support processes:</p> <ul style="list-style-type: none"> <li>• packing</li> <li>• unpacking</li> </ul> <p>Types of products</p> <ul style="list-style-type: none"> <li>• individual child parts</li> <li>• part assemblies</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Identify and report the risks identified</b>	<p>To be competent , the user/individual on the job must be able to :</p> <p>PC1. identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals ,loud noise</p> <p>PC2. inform the concerned authorities about the potential risks identified in the processes, workplace area/ layout, materials used etc</p> <p>PC3. inform the concerned authorities about damages which can potentially harm man/ machine during operations</p> <p>PC4. create awareness amongst other by sharing information on the identified risks</p>
<b>Create and sustain a Safe, clean and environment friendly work place</b>	<p>PC5. follow the instructions given on the equipment manual describing the operating process of the equipments</p> <p>PC6. follow the Safety, Health and Environment related practices developed by the organization</p> <p>PC7. operate the machine using the recommended Personal Protective Equipments (PPE)</p> <p>PC8. maintain a clean and safe working environment near the workplace and ensure there is no spillage of chemicals, production waste, oil, solvents etc</p> <p>PC9. maintain high standards of personal hygiene at the work place</p> <p>PC10. ensure that the waste disposal takes place in the designated area and as per organization SOP.</p> <p>PC11. inform appropriately the medical officer/ HR in case of self or an</p>

**ASC/N0006. Maintain a safe, clean and secure working environment**

	employee's illness of contagious nature so that preventive actions can be planned for others.
<b>Knowledge and Understanding (K) w.r.t. the scope</b>	
<b>Element</b>	<b>Knowledge and Understanding</b>
<b>A. Organizational Context</b> (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
<b>A. Technical Knowledge</b>	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
<b>Skills (S) w.r.t. the scope</b>	
<b>Element</b>	<b>Skills</b>
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>  The user/ individual on the job needs to know and understand how to: SA1. write basic level notes and observations
	<b>Reading Skills</b>  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 associate with the equipment
	<b>Oral Communication (Listening and Speaking skills)</b>  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 potentials 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>Judgmental Thinking</b>
	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
<b>B. Professional Skills</b>	



ASC/N0006. Maintain a safe, clean and secure working environment

## **NOS Version Control**

<b>NOS Code</b>	ASC/N0006		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Automotive	<b>Drafted on</b>	10/05/13
<b>Industry Sub-sector</b>	Supply Chain Management	<b>Last reviewed on</b>	20/06/13
<b>Occupation</b>	Logistics	<b>Next review date</b>	30/07/15



ASC/N0021. Maintain 5S activities at the work premises

# National Occupational Standard

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## Overview

This unit is about the understanding all principles of 5S and follow the given guidelines to ensure a clean and efficient working environment in the organization

## ASC/N0021. Maintain 5S activities at the work premises

<b>Unit Code</b>	<b>ASC/N0021</b>
<b>Unit Title (Task)</b>	<b>Maintain 5S activities in the work premises</b>
<b>Description</b>	This NOS is about ensuring all 5 S activities both at the shop floor and the office area to facilitate increase in work productivity
<b>Scope</b>	<p>The individual needs to</p> <ul style="list-style-type: none"> <li>• Ensure sorting, streamlining &amp; organizing, storage and documentation, cleaning, standardization and sustenance across the plant and office premises of the organization</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Ensure sorting</b>	<p>PC1. Follow the sorting process and check that the tools, fixtures &amp; jigs that are lying on workstations are the ones in use and unnecessary items are not cluttering the workbenches or work surfaces.</p> <p>PC2. Ensure segregation of waste in hazardous/ non Hazardous waste as per the sorting work instructions</p> <p>PC3. Follow the technique of waste disposal and waste storage in the proper bins as per SOP</p> <p>PC4. Segregate the items which are labelled as red tag items for the process area and keep them in the correct places</p> <p>PC5. Sort the tools/ equipment/ fasteners/ spare parts as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/ work instructions</p> <p>PC6. Ensure that areas of material storage areas are not overflowing</p> <p>PC7. Properly stack the various types of boxes and containers as per the size/ utility to avoid any fall of items/ breakage and also enable easy sorting when required</p> <p>PC8. Return the extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area</p> <p>PC9. Follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards</p>
<b>Ensure proper documentation and storage (organizing , streamlining)</b>	<p>PC10. Follow the proper labeling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists</p> <p>PC11. Check that the items in the respective areas have been identified as broken or damaged</p> <p>PC12. Follow the given instructions and check for labelling of fluids, oils, lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc.</p> <p>PC13. Make sure that all material and tools are stored in the designated</p>

## ASC/N0021. Maintain 5S activities at the work premises

	places and in the manner indicated in the 5S instructions
<b>Ensure cleaning of self and the work place</b>	PC14. Check whether safety glasses are clean and in good condition PC15. Keep all outside surfaces of recycling containers are clean PC16. Ensure that the area has floors swept, machinery clean and generally clean. In case of cleaning, ensure that proper displays are maintained on the floor which indicate potential safety hazards PC17. Check whether all hoses, cabling & wires are clean, in good condition and clamped to avoid any mishap or mix up PC18. Ensure workbenches and work surfaces are clean and in good condition PC19. Follow the cleaning schedule for the lighting system to ensure proper illumination PC20. Store the cleaning material and equipment in the correct location and in good condition PC21. Ensure self-cleanliness - clean uniform, clean shoes, clean gloves, clean helmets, personal hygiene
<b>Ensure sustenance</b>	PC22. Follow the daily cleaning standards and schedules to create a clean working environment PC23. Attend all training programs for employees on 5 S PC24. Support the team during the audit of 5 S PC25. Participate actively in employee work groups on 5S and encourage team members for active participation PC26. Follow the guidelines for What to do and What not to do to build sustainability in 5S as mentioned in the 5S check lists/ work instructions
<b>Knowledge and Understanding (K) w.r.t. the scope</b>	
<b>Element</b>	<b>Knowledge and Understanding</b>
<b>A. Organizational Context</b> (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 5S followed in the company
<b>B. Technical Knowledge</b>	The user/individual on the job needs to : KB1. have basic knowledge of 5S procedures KB2. know various types 5s practices followed in various areas KB3. understand the 5S checklists provided in the department/ team KB4. have skills to identify useful & non useful items KB5. have knowledge of labels , signs & colours used as indicators KB6. Have knowledge on how to sort and store various types of tools, equipment, material etc. KB7. know , how to identify various types of waste products KB8. understand the impact of waste/ dirt/ dust/unwanted substances on the process/ environment/ machinery/ human body

**ASC/N0021. Maintain 5S activities at the work premises**

	KB9. have knowledge of best ways of cleaning & waste disposal KB10. understand the importance of standardization in processes KB11. understand the importance of sustainability in 5S KB12. have knowledge of TQM process KB13. have knowledge of various materials and storage norms KB14. understand visual controls, symbols, graphs etc.
<b>Skills (S)w.r.t. the scope</b>	
<b>Element</b>	<b>Skills</b>
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA1. write basic level notes and observations</li> <li>SA2. note down observations (if any) related to the process</li> <li>SA3. write information documents to internal departments/ internal teams</li> </ul> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA4. read 5S instructions put up across the plant premises</li> </ul> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA5. effectively communicate information to team members inform employees in the plant and concerned functions about 5S</li> <li>SA6. question the process head in order to understand the 5S related issues</li> <li>SA7. attentively listen with full attention and comprehend the information given by the speaker during 5S training programs</li> </ul>
<b>B. Professional Skills</b>	<p><b>Judgmental Thinking</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB1. use common sense and make judgments during day to day basis</li> <li>SB2. use reasoning skills to identify and resolve basic problems using 5S</li> </ul> <p><b>Persuasion</b></p> <p>The user/ individual on the jobs needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB3. persuade co team members to follow 5 S</li> <li>SB4. ensure that the co team members understand the importance of using 5 S tool</li> </ul> <p><b>Creativity</b></p> <p>The user/individual on the job needs to know and understand how to :</p> <ul style="list-style-type: none"> <li>SB5. use innovative skills to perform and manage 5 S activities at the work desk and the shop floor</li> <li>SB6. exhibit inquisitive behaviour to seek feedback and question on the existing set patterns of work</li> </ul> <p><b>Self –Discipline</b></p>

**ASC/N0021. Maintain 5S activities at the work premises**

	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"><li>SB7. do what is right, not what is a popular practices</li><li>SB8. follow shop floor rules&amp; regulations and avoid deviations; make 5S an integral way of life</li><li>SB9. ensure self-cleanliness on a daily basis</li><li>SB10. demonstrate the will to keep the work area in a clean and orderly manner</li></ul>
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NOS Code	ASC/N0021		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	1/03/2014
Industry Sub-sector	Manufacturing/ R&D	Last reviewed on	15/03/2014
Occupation	All	Next review date	15/03/2016

**NOS Version Control**



**Qualification Pack for Packer / Packing – Unpacking Operator**

**Criteria for assessment of Trainees**

JOB ROLE	Packer L2
Qualification Pack	ASC/Q 6102
No. Of NOS	1 Role specific ,2 generic

NOS Title/ NOS Elements	NOS & Performance Criterion Description	Marks allocation	
ASC/N6102	<b>Safely pack and unpack the materials to meet delivery &amp; production schedules</b>	Viva	Practical
Receipt of material	To be competent , the user/individual on the job must be able to:  PC1. co-ordinate with the central planning department for timely receipt for materials. PC2. dispose of the scrap in packing / recycling as per SOP	30	20
Packing and unpacking of materials	To be competent , the user/individual on the job must be able to:  PC3. safely pack and unpack material to meet shipment & production requirement as per WI, BOM & or other applicable documentation . PC4. Co-ordinate with stores for gauging the physical availability ( time)of materials based on the existing inventory / Production schedules. PC5. count and tally quantities on the document/ physical availability. PC6. hand over to the next process : Stores/Inspection/shipping without errors on quantities and documentation. PC7. report on damage if any and quantity affected. PC8. report errors in used trolleys/ boxes while checking of stickers, part number, orientation of part and their physical quantity for accuracy (if any) PC9. take care of special requirements of after- market , spare parts, kits, exports packing. PC10. ensure availability of the commercial documents as per the checklist for each type of consignment. As required this will be packed with the goods as packing list.	50	80
	<b>subtotal</b>	<b>80</b>	<b>100</b>



**Qualification Pack for Packer / Packing – Unpacking Operator**

	Maintain safe , healthy environment friendly workplace	Viva	Practical
<b>Identify and report the risks identified</b>	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	20	40
<b>Create and sustain a Safe, clean and environment friendly work place</b>	PC5. Follow the instructions given on the equipment manual describing the operating process of the equipment 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 is done in the designated area and manner as per organization SOP. PC11. Inform appropriately the medical officer/ HR in case of self or an employee's illness of contagious nature so that preventive actions can be planned for others	50	40
	<b>subtotal</b>	<b>70</b>	<b>80</b>
<b>ASC / N 0021</b>	<b>Maintain 5 S activities at the workplace</b>	<b>Viva</b>	<b>practical</b>
<b>Ensure sorting</b>	C1. Follow the sorting process and check that the tools, fixtures & jigs that are lying on workstations are the ones in use and un-necessary items are not cluttering the workbenches or work surfaces. PC2. Ensure segregation of waste in hazardous/ non Hazardous waste as per the sorting work instructions PC3. Follow the technique of waste disposal and waste storage in the proper bins as per SOP PC4. Segregate the items which are labelled as red tag items for the process area and keep them in the correct places PC5. Sort the tools/ equipment/ fasteners/ spare parts as per specifications/ utility into proper trays, cabinets, lockers as	10	20

**Qualification Pack for Packer / Packing – Unpacking Operator**

	<p>mentioned in the 5S guidelines/ work instructions</p> <p>PC6. Ensure that areas of material storage areas are not overflowing</p> <p>PC7. Properly stack the various types of boxes and containers as per the size/ utility to avoid any fall of items/ breakage and also enable easy sorting when required</p> <p>PC8. Return the extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area</p> <p>PC9. Follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards</p>	10	20
<b>Ensure proper documentation and storage ( organizing , streamlining)</b>	<p>PC10. Follow the proper labeling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists</p> <p>PC11. Check that the items in the respective areas have been identified as broken or damaged</p> <p>PC12. Follow the given instructions and check for labelling of fluids, oils, lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc.</p> <p>PC13. Make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions</p>	10	20
<b>Ensure cleaning of self and the work place</b>	<p>PC14. Check whether safety glasses are clean and in good condition</p> <p>PC15. Keep all outside surfaces of recycling containers are clean</p> <p>PC16. Ensure that the area has floors swept, machinery clean and generally clean. In case of cleaning, ensure that proper displays are maintained on the floor which indicate potential safety hazards</p> <p>PC17. Check whether all hoses, cabling &amp; wires are clean, in good condition and clamped to avoid any mishap or mix up</p> <p>PC18. Ensure workbenches and work surfaces are clean and in good condition</p> <p>PC19. Follow the cleaning schedule for the lighting system to ensure proper illumination</p> <p>PC20. Store the cleaning material and equipment in the correct location and in good condition</p> <p>PC21. Ensure self-cleanliness - clean uniform, clean shoes, clean gloves, clean helmets, personal hygiene</p>	10	40



***Qualification Pack for Packer / Packing – Unpacking Operator***

<b>Ensure sustenance</b>	PC22. Follow the daily cleaning standards and schedules to create a clean working environment PC23. Attend all training programs for employees on 5 S PC24. Support the team during the audit of 5 S PC25. Participate actively in employee work groups on 5S and encourage team members for active participation PC26. Follow the guidelines for What to do and What not to do to build sustainability in 5S as mentioned in the 5S check lists/ work instructions	10	20
	<b>Sub total</b>	<b>50</b>	<b>120</b>
	<b>Total</b>	<b>200</b>	<b>300</b>