

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR ELECTRONICS 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

Contact Us:

ESSCI, New Delhi
Electronics Sector Skills
Council of India
422, Okhla Industrial
Estate, Phase-III,
New Delhi-110020
E-mail:
info@essci-india.org



Contents

1. Introduction and Contacts.....P1
2. Qualifications Pack.....P2
3. OS Units.....P3
4. Glossary of Key Terms.....P24
5. Nomenclature for QP & OS.....P26

Introduction

Qualifications Pack- Smartphones Repair Technician

SECTOR: ELECTRONICS

SUB-SECTOR: COMMUNICATION & BROADCASTING

OCCUPATION: AFTER SALES SERVICE

REFERENCE ID: ELE/Q8104

ALIGNED TO: NCO-2004/ NIL

Smartphone Repair Technician: The Smartphone Repair Technician diagnoses problems and repairs the faulty module of the smartphone.

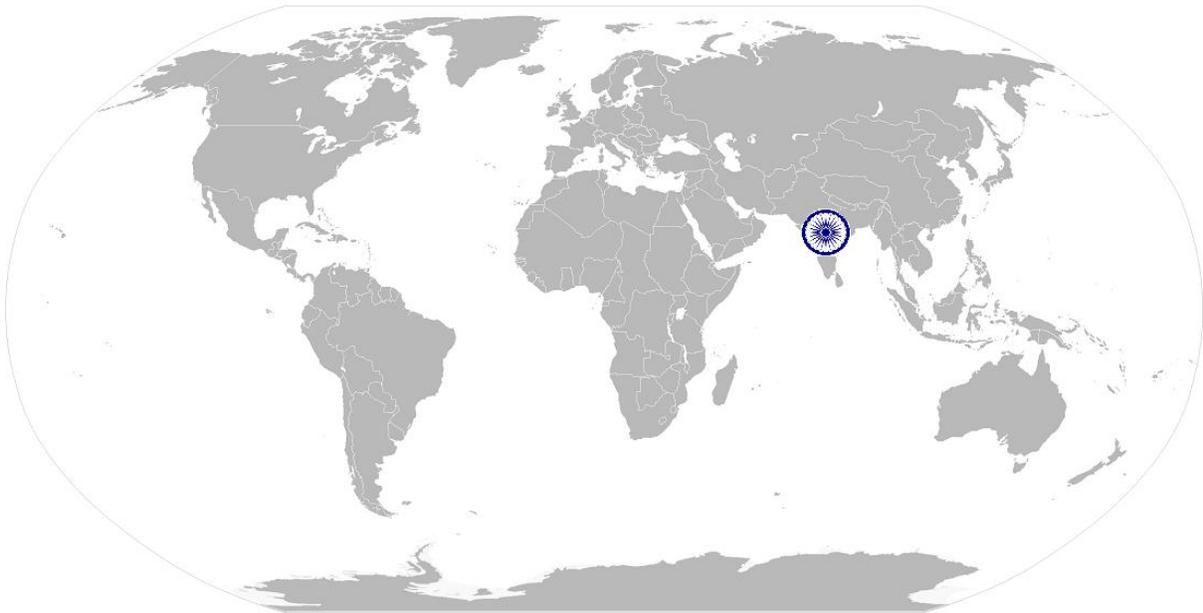
Brief Job Description: The individual at work is responsible for rectifying faults in the smartphone brought in by the customer. The individual receives the faulty smartphone, diagnoses the problems, performs front end or hardware level repair as required, resolves software issues and ensures effective functioning before delivering back to customer.

Personal Attributes: The job requires the individual to have: attention to details, patience, ability to listen, steady hands, logical thinking and customer orientation. The individual must work on desk with different types of equipment.

Job Details	Qualifications Pack Code	ELE/Q8104		
	Job Role	Smartphones Repair Technician		
	Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
	Sector	Electronics	Drafted on	12/01/14
	Sub-sector	Communication & Broadcasting	Last reviewed on	24/03/14
	Occupation	After Sales Service	Next review date	24/03/15

Job Role	Smartphone Repair Technician
Role Description	Receiving the faulty smartphone, diagnosing the problem, deciding on corrective action, repairing the faulty smartphone, rectifying the software issues and ensuring effective functioning of the smartphone.
NVEQF/NVQF level	4
Minimum Educational Qualifications	10 th standard passed
Maximum Educational Qualifications	B.E.
Training	Not applicable
Experience	1 year in hardware repair for 10 th standard passed
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> ELE/N8106 Interact with customer and perform front end repair ELE/N8107 Repair and rectify the faults in smartphone ELE/N9909 Coordinate with colleagues ELE/N9910 Maintain safe and secure work environment <p>Optional: Not applicable</p>
Performance Criteria	As described in the relevant OS units

National Occupational Standard



Overview

This unit is about interacting with customers and understanding their requirements or problems faced with the smartphone. It includes front end repairing where disassembling of hardware is not required.

ELE/N8106

Interact with customer and perform front end repair

National Occupational Standard

Unit Code	ELE /N8106
Unit Title (Task)	Interact with customer and perform front end repair
Description	This unit is about interacting with the customers and their customer requirements or problems faced in the smartphone and performing front end repair where disassembling of hardware is not required
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> Engage with the customer Understand the complaint Check for terms and conditions of using system Perform front end repair Interact with supervisor or superior and achieve targets
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Engaging with customers	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. receive the customers and greet them as per company's norms</p> <p>PC2. follow behavioural etiquettes while interacting with customers</p> <p>PC3. ensure the customers are comfortable in the store</p> <p>PC4. communicate in the language which the customers are comfortable with</p> <p>PC5. understand the profile of the customers and offer service</p> <p>PC6. inform about repair charges and warranty applicable</p>
Understanding the complaint	<p>To be competent, the user/ individual must be able to:</p> <p>PC7. interact with customers to understand the customer's purpose of visit such as repair of phone, purchase of accessories, software upload, collection of repaired phone</p> <p>PC8. listen to customers and understand the customer level complaint such as display not working, not switching on</p> <p>PC9. interrogate the customers to assess the cause of problem such as physical damage, uploading of any unauthorised software or application</p> <p>PC10. decide on the action to be performed, i.e., front end repair or hardware level repair is required</p> <p>PC11. inform customers about the time taken and estimated cost for hardware level repair</p> <p>PC12. provide document to customers for collecting the device after repair</p>
Documenting on computer	<p>To be competent, the user/ individual must be able to:</p> <p>PC13. use the system to identify the warranty coverage of the smartphone and other terms and conditions</p> <p>PC14. understand the customer relationship management policy of the mobile brand and inform customers about them</p> <p>PC15. log into customer portal and enter the details of the customer and other details such as phone model, complaints, warranty coverage</p> <p>PC16. understand and use the interactive ERP system of the company and enter</p>

ELE/N8106

Interact with customer and perform front end repair

	<p>appropriate details</p> <p>PC17. use the system to prepare invoice, stock management, order placement, accessories availability, etc.</p>
Performing front end repair	<p>To be competent, the user/ individual must be able to:</p> <p>PC18. Identify problem and decide the action to be taken</p> <p>PC19. upload only licensed and brand approved applications as per customer requirement using system</p> <p>PC20. understand the application and software compatability with the smartphone and suggest to customers accordingly</p> <p>PC21. check the accessories and perform a demo with the customer to ensure their functionality (chargers, SD card, etc)</p> <p>PC22. open the panel of the smartphone without damaging them</p> <p>PC23. replace the parts such as battery and clean the inner parts of the phone</p> <p>PC24. ensure the functionality of the replaced part</p> <p>PC25. provide necessary details on the warranty, terms and conditions of the replaced parts</p> <p>PC26. educate customers on effective usage of smartphone to save battery and to avoid any repeat problem</p>
Interacting with superior and meeting target	<p>To be competent, the user/ individual must be able to:</p> <p>PC27. understand the work requirement from superior, periodically</p> <p>PC28. report to superior on the work completed</p> <p>PC29. seek technical assistance from superior whenever required</p> <p>PC30. document the work completed on the company ERP software for tracking and future references</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on: incentives, delivery standards, and personnel management</p> <p>KA2. company's sales and after sales support policy</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p> <p>KA5. company's policy on product's warranty and other terms and conditions</p> <p>KA6. company's line of business and product portfolio</p> <p>KA7. company's service level agreement (SLA) with the brand</p>
B. Technical Knowledge	<p>The individual on the job needs to know and understand:</p> <p>KB1. basic electronics involved in the hardware</p> <p>KB2. operate various models of smartphone</p> <p>KB3. features of smartphone and their purpose</p> <p>KB4. different types of smartphone and their model specifications</p> <p>KB5. how to document the spares movement note and capture all the action performed</p> <p>KB6. different accessories available for smartphones and their purpose</p> <p>KB7. awareness about implementation of engineering change order process</p> <p>KB8. software and applications related to smartphone</p> <p>KB9. procedures of replacing accessories such as battery, SD card</p>

ELE/N8106

Interact with customer and perform front end repair

	<p>KB10. software and applications available in the smartphone market ,their usage and purpose</p> <p>KB11. licensed and authorised software compatable for smartphones and the downloading procedure</p> <p>KB12. specifications of accessories such as chargers, battery</p> <p>KB13. service level agreement with the brand on parameters such as turn around time (TAT), repair procedure, warranty</p> <p>KB14. company’s ERP system and operational procedure</p> <p>KB15. safety rules, policies and procedures</p> <p>KB16. quality standards to be followed</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Reading and writing skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. prepare complaints note with customer details, issues faced, phone details</p> <p>SA2. note customer complaints and solution provided</p> <p>SA3. prepare invoice with appropriate details</p>
	<p>Teamwork and multitasking</p>
<p>The user/individual on the job needs to know and understand how:</p> <p>SA4. to share work load as required</p> <p>SA5. to achieve the targets given on service</p>	
<p>B. Professional Skills</p>	<p>Interpersonal skills</p>
	<p>The individual on the job needs to know and understand:</p> <p>SB1. how to develop a rapport with customers</p> <p>SB2. how to listen carefully and interpret their requirement</p> <p>SB3. how to suggest customer on possible solutions</p>
	<p>Communication skills</p>
	<p>The individual on the job needs to know and understand:</p> <p>SB4. how to seek inputs from customers at assess the problems</p> <p>SB5. how to put the customer at ease and suggest solutions</p> <p>SB6. how to communicate in local language</p> <p>SB7. how to educate and inform customer about contractual issues such as warranty, cost of service and module or accessories replacement</p> <p>SB8. how to educate on precautions to be taken for effective uage of smartphone</p>
	<p>Behavioural skills</p>
<p>The individual on the job needs to know and understand:</p> <p>SB9. importance of personal grooming</p> <p>SB10. significance of etiquette such as maintaining the appropriate physical distance with customer during conversation</p> <p>SB11. importance of being patient and courteous with all types of customers</p> <p>SB12. being polite and courteous under all circumstances</p>	

ELE/N8106

Interact with customer and perform front end repair

	Computer and Software related skills
	The user/individual on the job needs to know and understand: SB13. how to operate computer and laptop with ease SB14. software and applications related to smartphone with its features and purpose SB15. how to download software and application from company's website and from cloud SB16. how to download smartphone related document from internet such as model specification ,repair manual

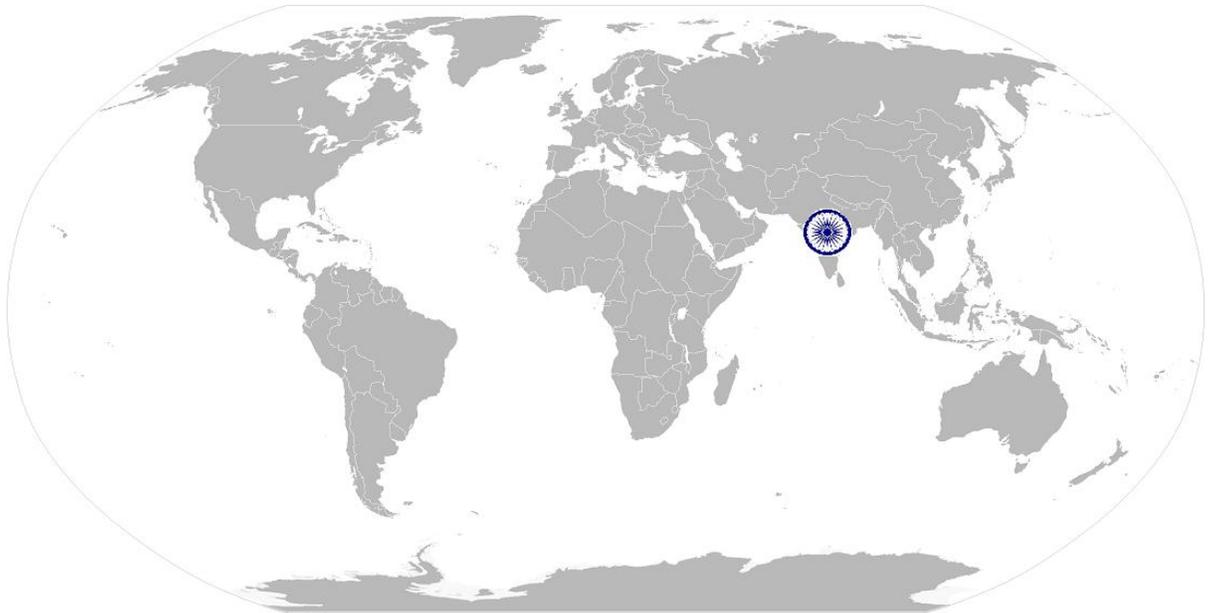
ELE/N8106

Interact with customer and perform front end repair

NOS Version Control

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Industry	Electronics	Drafted on	12/01/14
Industry Sub-sector	Communication & Broadcasting	Last reviewed on	24/03/14
		Next review date	24/03/15

National Occupational Standard



Overview

This unit is about repairing the faulty module after identifying the problem, reworking and rectifying the module using various repairing tools and techniques. It is also about resolving software related problems.

ELE/N8107

Repair and rectify the faults in smartphone

National Occupational Standard

Unit Code	ELE /N8107
Unit Title (Task)	Repair and rectify the faults in smartphone
Description	This OS unit is about repairing the faulty module in the hardware and checking for effective functioning. Also, software issues are also checked and rectified.
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • Follow standard repair procedures and avoid damage • Diagnose the problem in the smartphone • Decide on the type of repairs to be performed • Assemble or disassemble the smartphone as per repair required • Replace or repair the faulty module • Fix the software malfunction • Document the repair process • Seek assistance from superior as necessary • Report and document work status and achieve productivity target
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Following standard repair procedure	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. follow the standard procedure as documented by the smartphone brand for each model</p> <p>PC2. take anti static precautions before work and wear ESD wrist straps or aprons</p> <p>PC3. follow standard operating procedure while handling hardware modules such as handling PCB with ESD standards</p> <p>PC4. use recommended tools for specific operation suggested by the brand</p> <p>PC5. maintain zero-material defect during material handling by following standard operating procedure</p>
Assembling and disassembling the smartphone	<p>To be competent, the user/ individual must be able to:</p> <p>PC6. open the outer panel of the smartphone using metal / plastic case opening tools</p> <p>PC7. use the brand recommended screwdrivers to remove the screws to open the inner casing</p> <p>PC8. locate the connectors and release them to remove the motherboard from the device</p> <p>PC9. use hot air gun and other devices to remove the LCD screen from the panel</p> <p>PC10. follow similar process and use appropriate tools to assemble the smartphone</p>
Diagnosing the problem	<p>To be competent, the user/ individual must be able to:</p> <p>PC11. understand the customer level complaint and confirm the issue</p> <p>PC12. take preventive measures and identify if there are any other issues in the smartphone</p> <p>PC13. use the self diagnostic tools (similar to power on self test (POST) card) to</p>

ELE/N8107

Repair and rectify the faults in smartphone

	<p>perform standard diagnosis process and ensure functionality of different parts of the device</p> <p>PC14. follow the standard diagnostic procedure as documented by the smartphone brand for each model</p> <p>PC15. check the recently installed application or software and verify the compatability of the software with the smartphone</p>
Fixing the software	<p>To be competent, the user/ individual must be able to:</p> <p>PC16. check the recently installed application or software and verify the compatability of the software with the smartphone</p> <p>PC17. uninstall the applications that is not compatable or creating issues in the smartphone</p> <p>PC18. install the licensed and authorised softwares to resolve issues and suiting the customer's requirement</p>
Repairing the component or module	<p>To be competent, the user/ individual must be able to:</p> <p>PC19. understand the scope of component level of repair as suggested by the brand</p> <p>PC20. estimate the cost of repair and verify if it is with in Beyond Economic Repair (BER)</p> <p>PC21. heat the singled out component using hot air gun to melt the solder joints and remove from PCB</p> <p>PC22. clean the board by melting the old solder and removing</p> <p>PC23. place the new component precisely on the board at specified location</p> <p>PC24. solder the component on the PCB using soldering stations</p> <p>PC25. ensure the soldering is proper and the component is fixed as per the specification</p> <p>PC26. operate automated BGA (ball grid array) work station to precisely remove the chip from the board and repair them</p> <p>PC27. perform reballing function by dismantling, heating the chip to be removed from the board, remove the solder remains, put new solder balls, place the chip and solder them with the PCB</p> <p>PC28. check for functioning of the hardware after repairing</p> <p>PC29. ensure that there is no damage of PCB while removal and fixing of SMD components</p> <p>PC30. ensure other components are not damaged while using hot air gun for removal of a component which could cause damage</p> <p>PC31. ensure adequate soldering for fixing the component and no further rework is required</p>
Replacing faulty component	<p>To be competent, the user/ individual must be able to:</p> <p>PC32. receive spare module / component from stores</p> <p>PC33. identify and decide on replacing the module or component as the appropriate solution</p> <p>PC34. take adequate measures and follow procedures when replacing expensive or delicate components such as LCD</p> <p>PC35. ensure that cost of replacing is justified as the repair cost is beyond economic repair (BER)</p> <p>PC36. ensure that replaced module or component is working and no further rework is required</p>

ELE/N8107

Repair and rectify the faults in smartphone

<p>Using equipment</p>	<p>To be competent, the user/ individual must be able to:</p> <p>PC37. identify and use appropriate tools and manuals for repairing the specific issue</p> <p>PC38. prevent any accidents while handling hazardous tools</p> <p>PC39. achieve results using appropriate tools for specific rework activity</p> <p>PC40. maintain zero-material defect during material handling by following standard operating procedure for tools handling</p>
<p>Seeking assistance on unresolved faults</p>	<p>To be competent, the user/ individual must be able to:</p> <p>PC41. seek technical assistance from engineer on faults that cannot be fixed</p> <p>PC42. receive instruction from engineers on use of specific tools or new repair processes</p> <p>PC43. discuss with superior if the cost estimate is found to be Beyond Economic repair (BER) and take recommended action</p> <p>PC44. coordinate with superior for performing quality check on the repaired module</p>
<p>Reporting and achieving productivity target</p>	<p>To be competent, the user/ individual must be able to:</p> <p>PC45. report on the work load and completion status</p> <p>PC46. submit the appropriate documentation on completion of task assigned</p> <p>PC47. document the work completed on the company ERP software for tracking and future references</p> <p>PC48. achieve 100% daily and weekly target of number of repairs</p> <p>PC49. meet the target of quality as per the Service Level Agreement (SLA) of the brand and avoid rework</p> <p>PC50. repair within the turnaround time (TAT) and deliver them</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on: incentives, delivery standards, and personnel management</p> <p>KA2. company's after sales support policy</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p> <p>KA5. company's policy on product's warranty and other terms and conditions</p> <p>KA6. company's line of business and product portfolio</p> <p>KA7. company's repair and stores policy</p> <p>KA8. documentation procedure followed in the company</p> <p>KA9. company's policy on repair time, turnaround time, production targets, working hours</p>
<p>B. Technical Knowledge</p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. basic electronics involved in the hardware</p> <p>KB2. operations of different models of smartphone</p> <p>KB3. features of smartphone and their purpose</p> <p>KB4. different types of smartphone and their model specifications</p> <p>KB5. new product specifications and their spares and repair details</p> <p>KB6. how to document the spares movement note and capture activity performed</p> <p>KB7. software and applications related to smartphone</p> <p>KB8. assembling and disassembling smartphone</p>

ELE/N8107

Repair and rectify the faults in smartphone

	<p>KB9. handling procedure of display systems in smartphone (LCD and LED)</p> <p>KB10. frequently encountered problems in smartphone and their repair procedures</p> <p>KB11. terminologies and procedures mentioned in repair manual</p> <p>KB12. softwares and operating system related to smartphone</p> <p>KB13. applications including games that can be installed in smartphone and the authentic source to download them</p> <p>KB14. licensed versions of software and application, its terms and conditions associated with it</p> <p>KB15. different types of soldering techniques such as surface mount, through hole</p> <p>KB16. basic electronic repairing and reworking such as desoldering, soldering, removal and fixing components</p> <p>KB17. usage of tools such as electric screwdrivers, multimeter, soldering station, hot air blower, BGA workstation</p> <p>KB18. estimate cost of repair and verify Beyond Economic Repair (BER) value</p> <p>KB19. service level agreement (SLA) and conditions associated with it</p> <p>KB20. Electrostatic Discharge (ESD), its purpose and precautionary measures to be taken</p> <p>KB21. process system such as 5S</p> <p>KB22. documentation procedure to record customer, smartphone and repair details</p> <p>KB23. check and test various electronic components on their functionality</p> <p>KB24. quality standards to be followed</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Reading and writing skills
	The user/individual on the job needs to know and understand how to: <p>SA1. read the standard operating or repair procedure manual for different equipment</p> <p>SA2. note the process done for diagnose</p> <p>SA3. document the completed work</p>
	Teamwork and multitasking
	The user/individual on the job needs to know and understand how to: <p>SA4. to share work load as required</p> <p>SA5. to achieve the target</p>
B. Professional Skills	Computer and hardware operating skills
	The user/individual on the job needs to know and understand how to: <p>SB1. operate computer and laptop</p> <p>SB2. operate the different software related to smartphone</p> <p>SB3. download software and applications from company's website and from cloud appropriately</p>
	Using tools and machines
	The user/individual on the job needs to know and understand how to: <p>SB4. operate tools such as manual and electric screw drivers for disassembling and</p>

ELE/N8107

Repair and rectify the faults in smartphone

	assembling of equipments
	SB5. use hot air blower/ gun for desoldering
	SB6. use semi-automated or automated BGA work station
	SB7. use other specific devices for repairs such as soldering iron, multimeter, POST cards
	SB8. use metal or plastic ply to open the panel of smartphone
	SB9. use antistatic device such as ESD wrist strips
	Reflective thinking
	The user/individual on the job needs to know and understand how:
	SB10. to improve work processes
	SB11. to reduce errors and correct themselves with the experienced mistakes
	Critical thinking
	The user/individual on the job needs to know and understand how:
	SB12. to spot process disruptions and delays
	SB13. to report on any issues faced to superiors without delay

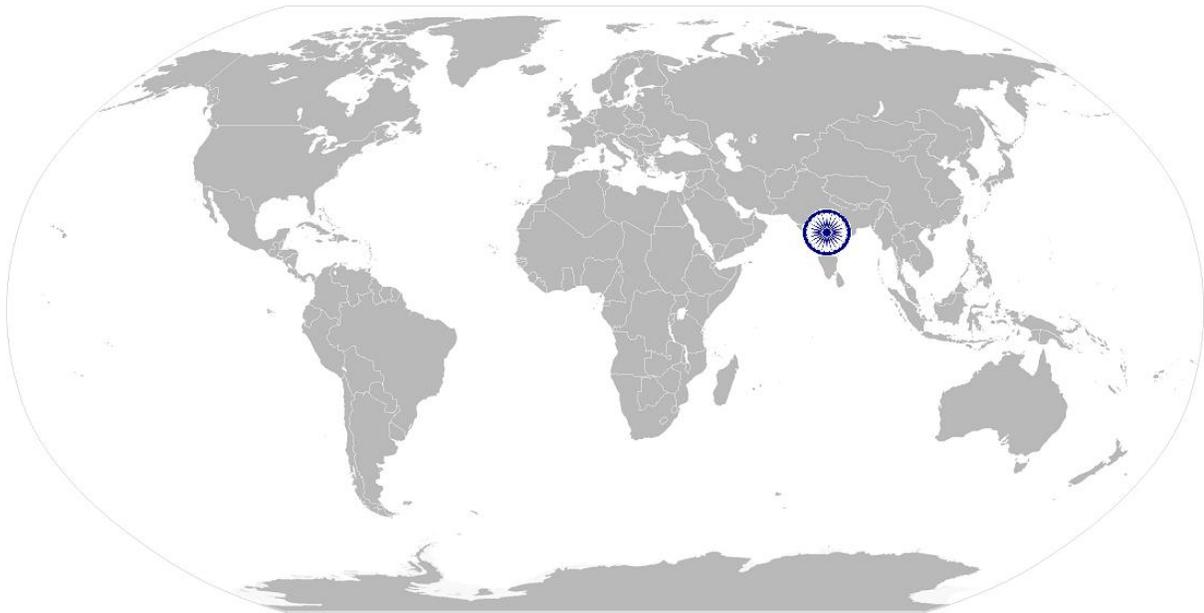
ELE/N8107

Repair and rectify the faults in smartphone

NOS Version Control

NOS Code	ELE/N8107		
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Industry	Electronics	Drafted on	12/01/14
Industry Sub-sector	Communication & Broadcasting	Last reviewed on	24/03/14
		Next review date	24/03/15

National Occupational Standard



Overview

This unit is about the individual's level of communication with colleagues and other departments within the organisation. It determines the ability to work as a team member to achieve the required deliverables on schedule.

Coordinate with colleagues

Unit Code	ELE/N9909
Unit Title (Task)	Coordinate with colleagues
Description	This OS unit is about communicating with colleagues and seniors in order to achieve smooth work flow
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> Interact with supervisor or superior Coordinate with colleagues
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Interacting with supervisor	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. understand and assess work requirements</p> <p>PC2. understand the targets and incentives</p> <p>PC3. understand new operating procedures and constraints</p> <p>PC4. report problems in the field</p> <p>PC5. resolve personnel issues</p> <p>PC6. receive feedback on work standards and customer satisfaction</p> <p>PC7. communicate any potential hazards at a particular location</p> <p>PC8. meet given targets</p> <p>PC9. deliver work of expected quality despite constraints</p> <p>PC10. receive positive feedback on behaviour and attitude shown during interaction</p>
Coordinating with colleagues	<p>To be competent, the user/ individual must be able to:</p> <p>PC11. interact with colleagues from different functions and understand the nature of their work</p> <p>PC12. receive spares from tool room or stores; deposit faulty modules and tools to stores</p> <p>PC13. pass on customer complaints to colleagues in a respective geographical area</p> <p>PC14. assist colleagues with resolving field problems</p> <p>PC15. resolve conflicts and achieve smooth workflow</p> <p>PC16. follow the company policy during cross functional interaction</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on: incentives, delivery standards, and personnel management</p> <p>KA2. importance of the individual's role in the workflow</p> <p>KA3. reporting structure</p>
B. Technical Knowledge	<p>The individual on the job needs to know and understand:</p> <p>KB1. how to communicate effectively</p>

Coordinate with colleagues

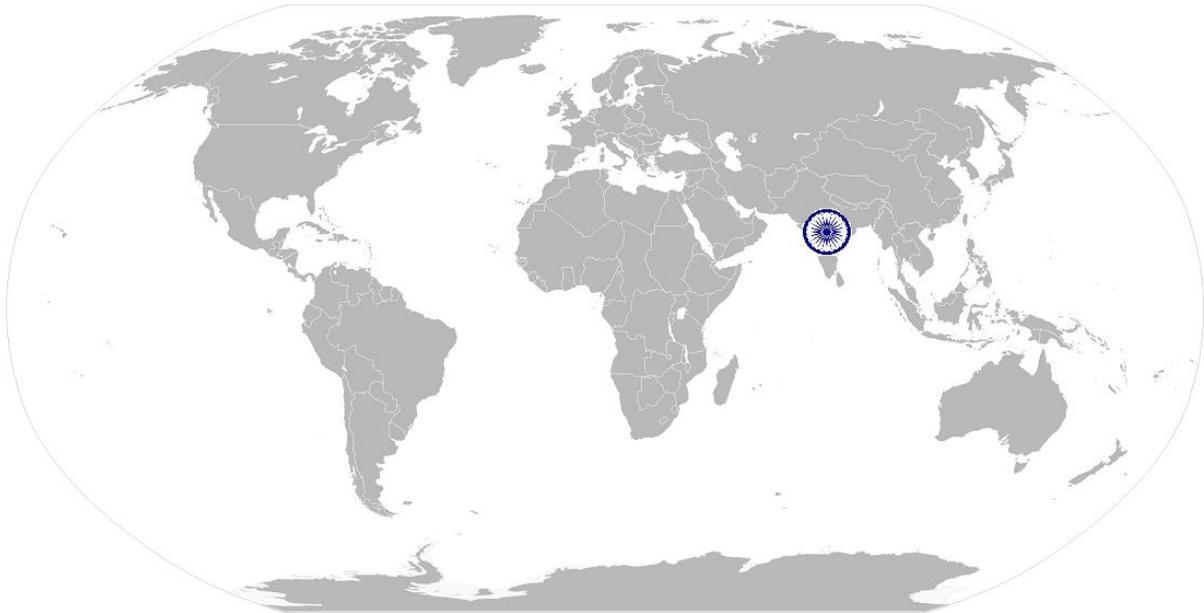
	KB2. how to build team coordination
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Teamwork and multitasking
	The individual on the job needs to know and understand how: SA1. to deliver product to next work process on time
B. Professional Skills	Decision making
	The individual on the job needs to know and understand: SB1. how to report potential areas of disruptions to work process SB2. when to report to supervisor and when to deal with a colleague depending on the type of concern
	Reflective thinking
	The individual on the job needs to know and understand: SB3. how to improve work process
	Critical thinking
	The individual on the job needs to know and understand: SB4. how to spot process disruptions and delays

Coordinate with colleagues

NOS Version Control

NOS Code	ELE/N9909		
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Industry	Electronics	Drafted on	12/01/14
Industry Sub-sector	Communication & Broadcasting	Last reviewed on	24/03/14
		Next review date	24/03/15

National Occupational Standard



Overview

This unit is about the individual's effort to maintain a safe, healthy and secure working environment.

Maintain safe and secure work environment

National Occupational Standard

Unit Code	ELE/N9910
Unit Title (Task)	Maintain safe and secure working environment
Description	This OS unit is about following adequate safety procedures to make work environment safe
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> Follow standard safety procedures while handling an equipment Participate in company's safety drills and workshops
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Following safety measures	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. comply with safety procedures followed in the company</p> <p>PC2. take adequate safety measures while handling hazardous materials or tools</p> <p>PC3. follow Electrostatic Discharge (ESD) measures for electronic components</p> <p>PC4. escalate matters about hazardous materials or things found in the premises</p> <p>PC5. use safety materials such as gloves, goggles, masks, etc.</p> <p>PC6. adequate safety measures while on work to prevent accidents</p> <p>PC7. ensure zero accidents in work</p> <p>PC8. avoid damage of components due to negligence in ESD procedures</p> <p>PC9. ensure no loss for company due to safety negligence</p>
Participating in drills and workshops	<p>To be competent, the user/ individual must be able to:</p> <p>PC10. participate in regular safety drills for being prepared in the event of a fire or natural calamity</p> <p>PC11. help others during the drill or calamity</p> <p>PC12. administer basic first aid</p> <p>PC13. participate in company organised games and fitness sessions such as yoga, etc.</p> <p>PC14. develop good posture for working so that long term health problems do not arise</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on: incentives, delivery standards, and personnel management</p> <p>KA2. company occupational safety and health policy followed</p> <p>KA3. company emergency evacuation procedure</p> <p>KA4. company's medical policy</p>
B. Technical Knowledge	<p>The individual on the job needs to know and understand:</p> <p>KB1. how to maintain the work area safe and secure</p> <p>KB2. how to handle hazardous material</p> <p>KB3. how to operate hazardous tools and equipment</p>

ELE/N9910

Maintain safe and secure work environment

	KB4. emergency procedures to be followed such as fire accidents, etc.
Skills (S) [Optional]	
A. Professional Skills	<p>Handling safety equipments</p> <p>The individual on the job needs to know and understand:</p> <p>SB1. the purpose of using safety materials such as gloves, etc.</p> <p>SB2. how to use safety equipments such as fire extinguisher during fire accidents</p>

Maintain safe and secure work environment

NOS Version Control

NOS Code	ELE/N9910		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Electronics	Drafted on	12/01/14
Industry Sub-sector	Communication & Broadcasting	Last reviewed on	24/03/14
		Next review date	24/03/15

Definitions

Keywords /Terms	Description
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 fulfil 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 organisation.
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 organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation 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.

Qualifications Pack For Smartphones Repair Technician

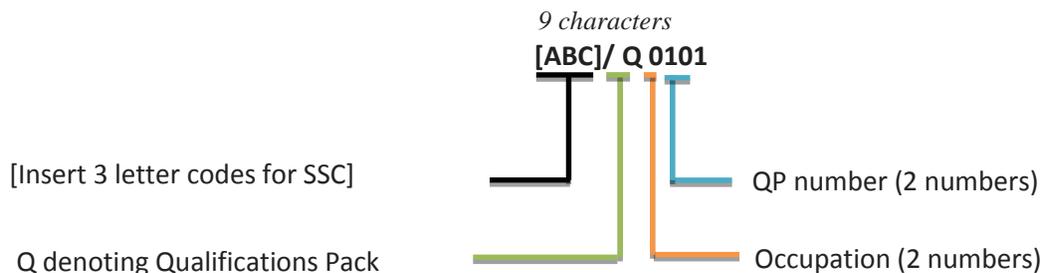
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these 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 Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
QP	Qualifications Pack

Acronyms

Annexure

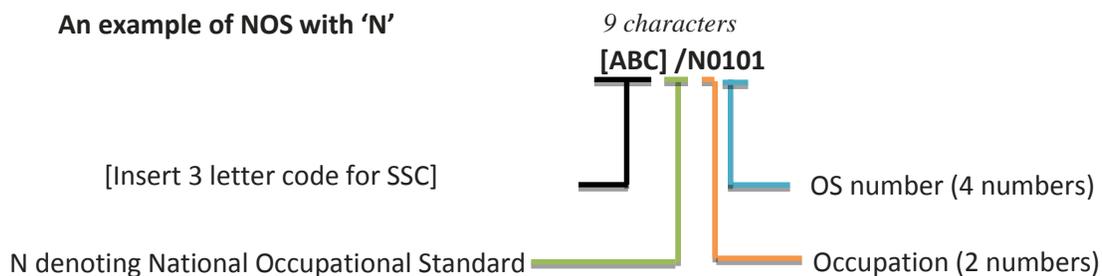
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Passive Components	01 - 10
Semiconductors	11 - 20
PCB Manufacturing	21 - 30
Consumer Electronics	31 - 40
IT Hardware	41 - 50
PCB Assembly	51 - 55
Solar Electronics	56 - 60
Strategic Electronics	61 - 65
Automotive Electronics	66 - 70
Industrial Electronics	71 - 75
Medical Electronics	76 - 80
Communication Electronics	81 - 85
PCB Design	86 - 90
LED	91 - 95

Sequence	Description	Example
Three letters	Industry name	ELE
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Occupation code	01
Next two numbers	OS number	01